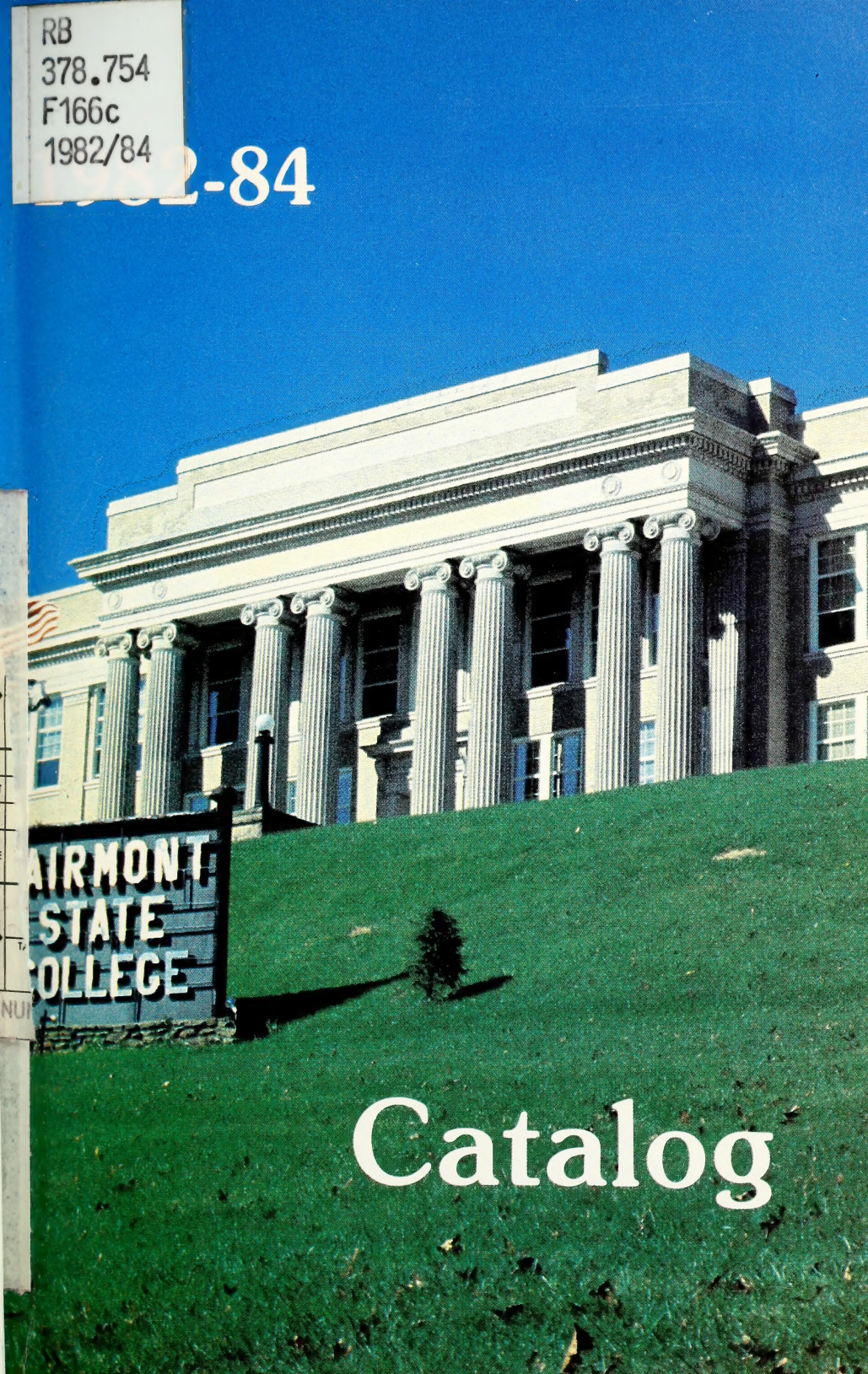
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Catalog

Correspondence Directory

The Post Office address of the College is:

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000

Correspondence should be addressed as indicated below:

Admissions
For everything concerned with the admission of students, including requests for the college catalog and other publications, academic credits and information about fees Registrar and Director of Admissions

Administrative and General College Policy President

The Faculty, Curricula, Instruction, Summer Session Vice President for Academic Affairs

College Fees Vice President for Finance and Facilities

Publicity, Alumni Activities, and Development Coordinator of Public Relations and Development

Community College and Continuing Education Dean of the Community College

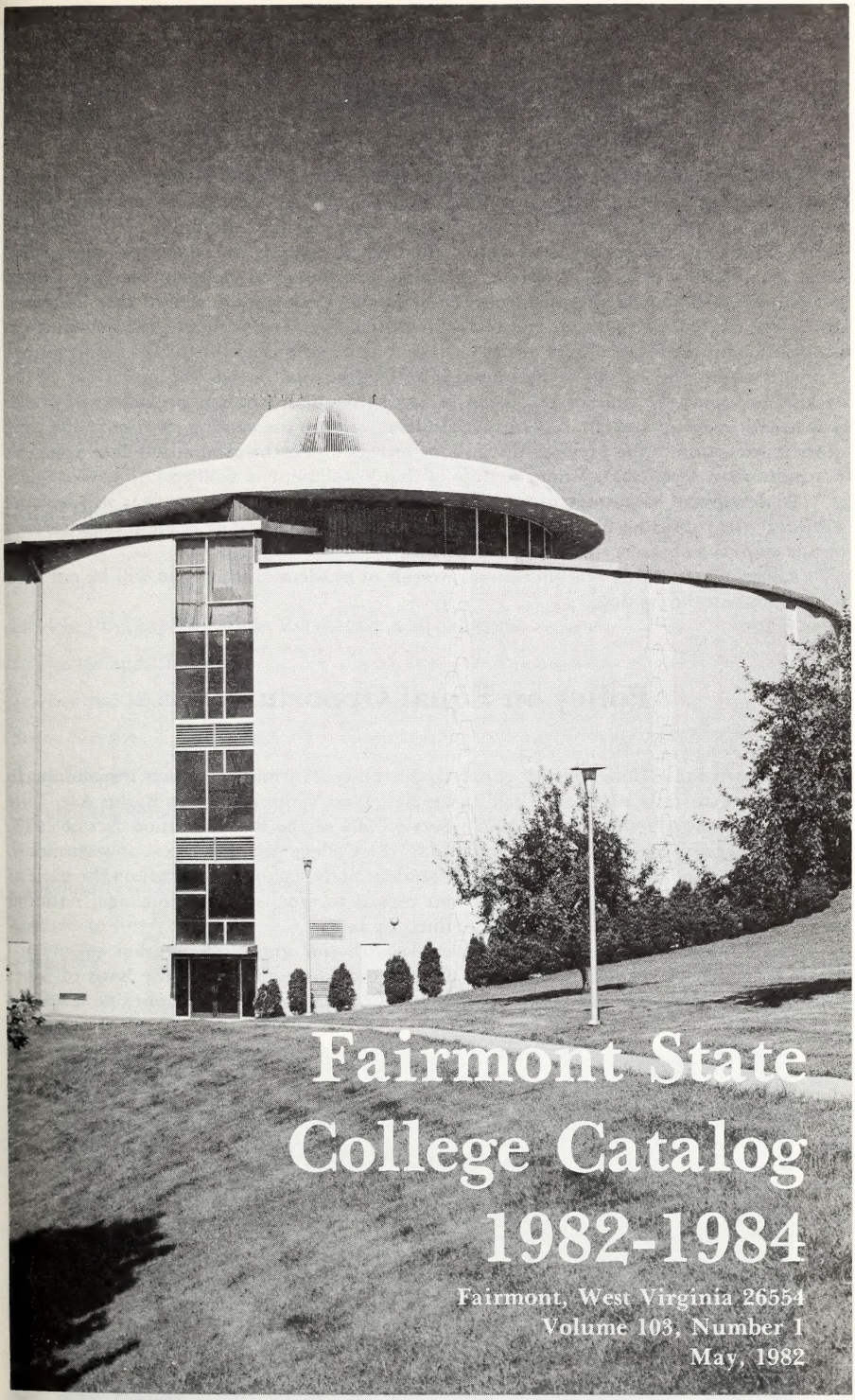
Guidance and Counseling Student Affairs Office

Housing Student Affairs Office

Scholarships, Loan Information, and Student Employment Student Affairs Office

VISITORS

Visitors are always welcome at Fairmont State College. An informal tour of the campus may be obtained for those persons, especially for classes of high school students, who will notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in the Administration Building.



Fairmont State College Catalog 1982-1984

Fairmont, West Virginia 26554
Volume 103, Number 1
May, 1982

FAIRMONT STATE COLLEGE LIBRARY

Catalog Policy

It is the responsibility of students to be familiar with official College policies and to meet all requirements in the Catalog. The Catalog should be studied and retained. It provides the best possible current information on practices and intentions of the College. While no major changes are anticipated, the College reserves the right to change provisions or requirements at any time. Catalog revisions and supplements are issued periodically and may be obtained from the Registrar. Each student should keep informed of current degree, curriculum, and course requirements. The academic advisers and appropriate administrative offices of the College may be consulted for further information.

A student who enrolls at Fairmont State College shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would be not more than seven years from the date of first enrollment in college.

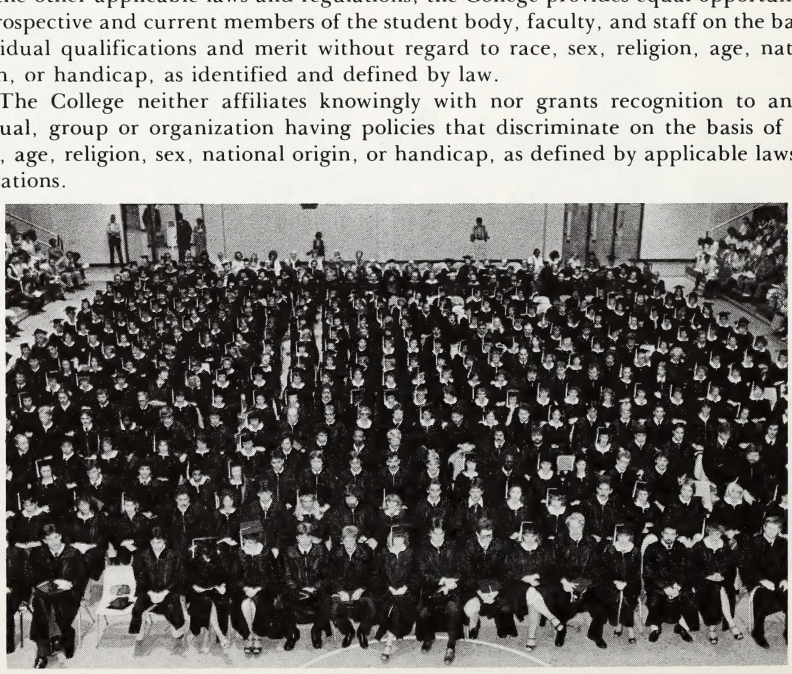
Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog. An exception will be made if the interruption is caused by service in the armed forces.

All students seeking readmission as a result of academic suspension will be enrolled under the current catalog.

Policy on Equal Opportunity

Fairmont State College is an equal Opportunity-Affirmative Action institution. In compliance with Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1972, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.



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1982-84 Academic Calendars

1982 First Summer Term		1983 First Summer Term
June 1, Tuesday	Registration Day	May 31, Tuesday
June 2, Wednesday	Classes Begin	June 1, Wednesday
June 4, Friday	Applications for Summer Graduation Due	June 3, Friday
July 2, Friday	First Summer Session Ends	July 1, Friday
July 5, Monday	Classes Not in Session	July 4, Monday

1982 Second Summer Term		1983 Second Summer Term
July 6, Tuesday	Registration Day	July 5, Tuesday
July 7, Wednesday	Classes Begin	July 6, Wednesday
August 6, Friday	Second Summer Session Ends	August 5, Friday

1982 Fall Semester		1983 Fall Semester
August 22, Sunday	Dormitories Open	August 21, Sunday
August 23, Monday	Orientation	August 22, Monday
August 23, Monday	Evening Registration	August 22, Monday
August 24, Tuesday	Registration Day	August 23, Tuesday
August 25, Wednesday	Classes Begin	August 24, Wednesday
September 6, Monday	Labor Day, No Classes	September 5, Monday
October 15, Friday	Mid-Semester	October 14, Friday
October 15, Friday	Applications for December Graduation Due	October 14, Friday
November 24, Wednesday	Thanksgiving Recess Begins, 5 p.m.	November 23, Wednesday
November 29, Monday	Classes Resume, 8 a.m.	November 28, Monday
Dec. 13-17, Monday-Friday	Final Exams	Dec. 12-16, Monday-Friday

1983 Spring Semester		1984 Spring Semester
January 13, Thursday	Dormitories Open	January 12, Thursday
January 13, Thursday	Evening Registration	January 12, Thursday
January 14, Friday	Registration Day	January 13, Friday
January 17, Monday	Classes Begin	January 16, Monday
March 11, Friday	Mid-Semester	March 9, Friday
March 11, Friday	Applications for May Graduation Due	March 9, Friday
Mar. 28-Apr. 1, Monday-Friday	Spring Break, No Classes	Mar. 12-16, Monday-Friday
April 4, Monday	Classes Resume, 8 a.m.	March 19, Monday
May 9-13, Monday-Friday	Final Exams	May 7-11, Monday-Friday
May 14, Saturday	Commencement	May 12, Saturday

Mission Statement

Fairmont State College was established as a state-supported normal school in 1867. Two years earlier, the institution had begun as a private teacher-training school, and a one-room school museum on the campus recalls this initial period. In 1943, Fairmont State was authorized to offer Bachelor of Arts and Bachelor of Science degrees. In 1974, addition of a Community College component gave further evidence of continuing progress in service to the community, region, and state. Particularly in the last ten years, Fairmont State College has shown a steady growth in numbers of students, in the geographic service area, and in programs and facilities.

Fairmont State College offers one-year certificates, two-year associate and four-year baccalaureate degrees, as well as a wide range of continuing education classes.

Emphasis in academic planning and operation of Fairmont State College throughout the planning period will be on continued cooperation with the other private and public institutions of higher education in the area.

Fairmont State will continue to maintain, strengthen, and enhance its existing basic academic programs, supporting both its degree programs and its general studies component. The arts and sciences disciplines, in providing a foundation for the general studies program, support all degree programs—both academic and vocational-occupational. Courses of study leading to the baccalaureate degree are offered in the humanities, social and natural sciences, teacher education, business, engineering technology, and fine arts. Preprofessional study is available in several fields, including medicine, dentistry, law, and pharmacy. Through its Community College component, the College also conducts programs of career-technical education and grants the degrees of Associate in Arts, Associate in Science, and Associate in Applied Science.

The importance of general education in fulfilling this mission is clearly recognized, and as such is a significant part of the College's academic strength. General education provides for improvement of such skills as written and oral communication and mathematics, essential to the well-educated individual. Further, to help insure student success in all programs, instruction in the basic areas of reading, writing, mathematics, and study skills for academically deficient students is provided by the Foundations Program.

The College will continue to offer strong programs in teacher education—modifying, expanding, or reducing curricula as required to meet the changing needs of society. The present levels of commitment and emphasis in the preparation and continued training of teachers include secondary, elementary, and special education.

As increased enrollment growth occurs in programs leading to career opportunities, particularly in business administration and computer science, engineering technology, and allied health, a continual dialogue among business, industry, and local educational agencies will be utilized to articulate college career programs with the vocational technical centers located in the area. The College intends to maintain and make alterations, when appropriate, in existing career programs and to continue efforts to develop other new programs as required to serve the public need.

Increased attention will be devoted to providing courses and programs for adult and nontraditional learners on the main campus in Fairmont, as well as at off-campus locations throughout the College's nine-county service area in north central West Virginia, including such population centers as Grafton, Elkins, Parsons, Morgantown, and Kingwood. An off-campus Community College Center has already been successfully established in Clarksburg and has experienced rapid growth.

In addition to these emphases, opportunities for course and program offerings will continue to be developed at correctional institutions within the College's service area. The College will also expand credit courses and programs in the public schools for personnel such as bus drivers, cooks, and aides, as well as for public school teachers who desire to renew their teaching certificates or receive specialized and updated training. Other efforts will be made to serve practicing clinical level health professionals, especially in the area of

management skills; to emphasize the Regents' B.A. Degree; to utilize independent study, courses by television and newspaper, and other nonconventional delivery approaches; and to provide a means for nontraditional learners to acquire aesthetic understanding or personal fulfillment through late afternoon and evening offerings in fine arts throughout the region. Because of the increased demand, the College will continue to expand its offerings for nontraditional learners in the business and industrial fields, including internship and cooperative arrangements with industry and labor organizations.

Offering of short courses and various activities on a noncredit basis, using the Continuing Education Unit (CEU), will be expanded for various age groups throughout the geographical region, to include a wide variety of courses of cultural, vocational, recreational, social, and professional interest. Expansion will be made in continuing education for career improvement, as well as in the fine arts programs of the College—art exhibits, musical performances, plays, etc.—which will continue to serve simultaneously noncredit academic goals and community cultural needs.



Introduction

The College

Fairmont State College, a coeducational institution offering one-year certificates, two-year associate and four-year bachelor degrees as well as a wide range of continuing education classes, is the largest of the West Virginia State Colleges—largest in numbers of total full-time enrollment and largest in number of annual graduates. With a student body that has tripled in size in the last ten years, the College has shown a steady growth in the number of students and the geographic area it serves and in the programs and facilities available. Addition of Fairmont Community College as a unit of Fairmont State College is further evidence of continuing progress and traditional service to the community, region and state.

An extensive building program has produced the Wallman Hall, Hunt-Haught Hall, expansion of the Turley Center and renovation of the Administration Building. An addition to the R. A. Musick Library more than doubled its size in 1973. Recently completed is the Feaster Center, a health and physical education building providing space for sports and spectator events as well as a modern and well-equipped teaching facility, and a technology wing to Wallman Hall.

In addition to emphasis on modern facilities, Fairmont State College has preserved and honored its traditions. A one-room school museum on the campus recalls the days when the College served as a private teacher training school which began in 1865. It became a state supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees.

Academic excellence and personal growth and fulfillment, the principal purposes of the College, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The College's 80-acre campus with its twelve major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 24,000, is the county seat of Marion County, center of the coal industry of northern West Virginia and operating headquarters of large coal, utility and manufacturing concerns.

Philosophy and Objectives

Fairmont State College, an undergraduate institution operating under the authority of the West Virginia Board of Regents, is governed by its president with the aid and advice of its Institutional Board of Advisors, administrators, Faculty Senate, and Student Government.

Offering courses of study leading to baccalaureate degrees in the humanities, social and natural sciences, teacher education, business, industrial technology, and fine arts, the College also conducts programs of career-technical education and grants one-year certificates, the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study. Preprofessional study is available in several fields, including medicine, dentistry, law and pharmacy.

Fairmont State College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twentieth century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State College degree represents a level of achievement respected throughout the nation.

The College has a traditional interest in preparing teachers for public schools in West Virginia as well as in other states. Recognizing the importance of able teachers to a progressive society, it requires outstanding academic performance of its teacher candidates and offers them sound professional training for elementary and secondary teaching.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State's system of public higher education. This mission is accomplished by meeting these objectives:

- offering a broad range of traditional baccalaureate degree programs in the arts and sciences, teacher education and business administration.
- providing through the Community College component a variety of vocational/occupational programs of two years duration or less.
- providing opportunities for occupationally oriented baccalaureate study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- bringing selected college study opportunities into communities in the College's service region through the use of the mass media, regional educational centers, external degree programs and other forms of nontraditional study.
- encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial and public service agencies in the College's service area.
- offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- offering a variety of cultural, recreational and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilties, library, equipment, and laboratories.

To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State College is fully accredited by its accrediting associations – the North Central Association of Colleges and Secondary Schools, the National Council for accreditation of Teacher Education, and the West Virginia Board of Education.

The College is also a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, American Council on Education, National League for Nursing, and American Library Association, West Virginia Library Association and West Virginia Press Association.



Admission

General Admission Procedure

All students desiring admission to Fairmont State College, whether directly from high school or as transfer students from another college or university or other classification, must file an application for admission on forms provided by the Director of Admissions. All correspondence relative to admission and all credentials in support of an application must be on file at least two weeks prior to the opening of a semester or term.

All credentials submitted in support of an application for admission becomes the property of the College and will not be returned to the student. Such credentials include an official transcript of high school or college grades and an application for admission. The prospective student is responsible for submission of all necessary forms and records in support of an application for admission.

Admission is for one semester or term and may be used only for that time. Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date.

Any student admitted upon the basis of false credentials will be subject to immediate dismissal from college. *Any student admitted without complete credentials will not be permitted to pre-register or register for the next registration period if the credential file is not completed during the initial enrollment period.*

Admission does not guarantee housing. Separate applications for space in residence halls must be submitted to Student Affairs.

Any change in local addresses of any student at Fairmont State College must be reported to the Registrar within a reasonable time.

All local addresses must be complete, including the address of a student's landlord.

Admission Requirements

Admission to Fairmont State College is open to all graduates of approved high schools.

Admission to Fairmont State College does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and spaces available for practical experience training. The standards and procedures for admission to limited enrollment programs are presented later in this section.

Outstanding high school students may be admitted either in the summer following completion of their junior year in high school or on a part-time basis during their senior year in high school if they meet the following criteria:

1. Have completed the junior year of the curriculum of their high school.
2. Have a B-plus, or better, average on high school subjects.
3. Have the recommendation of the high school principal.
4. File an application for admission.
5. Pay regular college fees.

Admission as Special Students

Admission to Fairmont State College as a special student is open to anyone regardless of previous academic records. Admission as a special student is designed for students registering for occasional regular college courses with no degree objective or as transient students. Students admitted as special students may complete up to 15 hours of college

credit. Completion of more than 15 hours of regular college credit requires that the student apply for admission to Fairmont State College, at that point meeting all the requirements for admission for a specific degree or certificate objective.

Miscellaneous

Special Admission for Nonhigh School Graduates

Nonhigh school graduates may be admitted to Fairmont State College by passing the General Educational Development (GED) Tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for examination. GED results must be sent directly to the Director of Admissions from the testing center.

Persons who are not high school graduates or who have not passed the GED test may be provisionally admitted to Fairmont State College as regular students in one- or two-year vocational/occupational programs. Persons admitted under this provisional admission will not be granted a degree or certificate from Fairmont State College nor may they change degree objectives in the College until they have completed high school graduation or passed the GED test equivalent.

International Students

An international student's application and admissions credentials, academic records, TOEFL scores, health certificate and proof of financial support must be on file three months before the semester begins. The fall deadline is June 1; spring deadline, October 1; and summer deadline, March 1.

In addition to the previously listed admission requirements, an international student must demonstrate proficiency in written and spoken English. Such proficiency can be established by scoring at least 500 on the Test of English as a Foreign Language administered by the Education Testing Service of Princeton, New Jersey. The ACT Test must be taken on arrival at the campus.

Transfer Students

Any applicant for admission to Fairmont State College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. To be admitted unconditionally as transfer students, students must meet the admission requirements of Fairmont State College, must provide evidence that they are in good standing at the institution last attended, and ordinarily must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the West Virginia Board of Regents shall be transferable to Fairmont State College and will be counted for purposes of graduation, grade average, and honors. Transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring less than 30 hours must provide an official copy of the high school transcript and ACT scores, along with the official college transcript.

Board of Regents Bachelor of Arts Degree

A student is admitted to the Regents Bachelor of Arts Degree Program by submitting the state-wide undergraduate application form to Fairmont State College. Admission to this degree program does not provide for automatic admission to other programs at Fairmont State College. Any student under the Regents degree program must reapply and meet all admission requirements when changing from the Regents Bachelor of Arts Degree objective to any other degree objective at Fairmont State College.

Required Forms and Credentials

All students applying for admission to Fairmont State College degree programs are required to complete and submit the following forms and credentials:

1. Regular student application form
2. Housing and financial aid request forms if applicable
3. High school transcript (except transfer students having more than 30 hours and a 2.0 average)
4. College transcripts for transfer students
5. ACT scores
6. GED scores where applicable

Special student admission requires only the special student application form.

Admission Policy for Limited Enrollment Programs (Division of Allied Health)

Applications for admission to programs in Allied Health and Nursing are accepted through December for the following school year. The application, high school transcript or GED scores, ACT scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and submitted to the appropriate selection committee for consideration. Decisions are normally made by March 1. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Normally a high school senior should have a score of 22 on the ACT and a 3.3 grade point average to be accepted into the program. (Strong math and science background is highly recommended.) However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work. Students with a college grade average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with the GED must still show adequate academic background and ACT scores.

Students who have not had a high school chemistry class are required to take a basic introductory class in college chemistry.

In addition, an equivalent of a high school typing class, which is defined as 35 words per minute with three to five errors maximum in a five-minute period, is required for admission to the Veterinary Assistant Technology program.

Continuing Education Units

Various activities of the community interest nature are provided by the College with recognition as Continuing Education Units (CEU). Permanent records of CEU completions are kept in the Registrar's Office. CEU credit is not accepted toward completion of degree requirements.

The American College Test

Fairmont State College requires the American College Test (ACT) of all degree objective and certificate applicants for admissions. Scores on this test are used in placing students in English and Mathematics, for applicants for scholarships and loans, and in the academic counseling program. High school students are urged to take the test during their senior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshman students who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Physical Examination

Physical examinations are not required for admission to Fairmont State College, but *students pursuing a degree in teacher education are required to have a physical examination by their personal physician.* Physical examination forms will be sent to the students to permit sufficient time for their completing the physical examinations before reporting for the fall semester. Students should submit forms directly to the Division of Education.

All Allied Health students must have a physical examination prior to entering any Allied Health program; forms should be submitted to Student Affairs.

Pre-registration

All freshmen and transfer students, upon receipt of complete application and admission, may pre-register during the summer preceding fall enrollment.

A pre-registration period for regularly enrolled students is scheduled each semester. The purpose of pre-registration is to insure students adequate schedules. All students should pre-register if they plan to re-enroll for the following semester or term.

Registration

At least two weeks prior to registration day an official transcript must be filed with the Director of Admissions for each incoming freshman and each transfer student.

All students are expected to complete registration on the days designated for this purpose at the beginning of each semester or term. While all students are expected to register on time, late registration periods are permitted within prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Credit From a Junior or Community College

The maximum credit accepted from a Junior or Community College accredited by the North Central Association of College and Secondary Schools or other regional accrediting association will not exceed 72 semester hours. No more than 64 senior hours may be accepted from junior or community colleges which are not regionally accredited.

Nonresident or Off-Campus Credit

One hundred (100) semester hours of the 128 required for graduation shall be completed in regularly scheduled campus courses. The 28 hours of permissible nonresidence courses may be earned by extension, home study (correspondence), radio, television, special examination and/or military service. Credit earned in home study will be accepted only when earned in a regionally approved college. CLEP and ROTC credit are excluded from the above limitation.

Auditors

Students who are registered at Fairmont State College may be permitted to attend classes as auditors if they obtain written permission of their adviser and of the instructors in the classes they want to audit. No person who enrolls in any class as an auditor may in the same semester be considered as enrolled in this class for the purpose of obtaining credit. In no case whatsoever will auditing be regarded as a factor in obtaining credit.

Other persons, even if not registered students, may attend classes as auditors upon securing permission from the Registrar and from the instructors involved and upon payment of the regular fee. Auditors are required to complete the regular registration forms.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the College or must have completed one semester or summer session in Fairmont State College. Applicants must first schedule an interview with the division head or department representative who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission for taking the examination. In order to gain College credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W" or "WP."

Applicants must pay a fee of $3.00 for each special examination if regularly enrolled at the time of taking the examination; otherwise, the fee is $2.50 per semester hour of credit to be received. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

College Level Examination Program (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program. General examinations are offered in five basic areas: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences-History. In addition, subject examinations are given in many specific fields of study. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations, and procedures for applying for examinations is available in Student Affairs.

Academic Credit for Military Service

Students with at least one year of military service may be granted a maximum of four semester hours credit which may be used to satisfy General Studies physical education

and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on high school record and performance on the ACT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English—Students may receive three hours of college credit in English 104 and may enroll in English 108 if they present four units of high school English with no semester grade of less than B and a standard score of 22 or higher on the English part of the ACT.

Foreign Language—Students who present one or more units of high school French, German or Spanish may enroll in French 102, German 102 or Spanish 102. Students who present two or more units of high school French, German or Spanish may enroll in French 201, German 201 or Spanish 201.

1. French, German or Spanish minor—Students electing a minor in French, German or Spanish may satisfy the elementary level requirement, French 101 and 102, German 101 and 102 or Spanish 101 and 102, by presenting two or more units of high school French, German or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the minor.
2. French major or teaching field—Only candidates for a B.A. or B.A. in Education Degree who complete the requirements for a major or teaching field in French and who present two or more units of high school French may be granted and have recorded on their permanent record six hours of college credit for French 101 and 102.

Students may be granted advanced standing credit for any number of the mathematic courses numbered 115, 116, 315 by earning at Fairmont State College a grade of C or better in a higher numbered course from the sequence 116, 315, 316.

Students who complete a major or teaching field in French may establish credit for French 101 and 102 if they complete French 201 with a grade of C or better.

The Summer Session

Fairmont State College offers a ten-week summer session each summer. This session is made up of two terms of five weeks each. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates, or in preprofessional courses, should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, West Virginia 26554.

Evening Classes

Evening classes are operated for the benefit of all students. These classes are considered as work done in residence.

Television Courses

When possible, courses by television are offered, frequently for degree or certificate credit. Such courses usually require some main campus attendance as prescribed by the instructor.

Off-Campus Classes

Upon request, and when it is possible to provide suitable staff, Fairmont State College will offer off-campus courses to interested groups in the region of the State it serves. Ordinarily, an enrollment of ten or more persons is necessary before any off-campus courses may be offered. For additional information, see the Community College section of this catalog.

Preparatory Art, Music, and Drama Programs

Art, music, and drama classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Contact the Fine Arts Division office. These courses are not for college credit.

Reduced Tuition Out-of-State Academic Programs Available To West Virginia Residents

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, architecture, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Director of Admissions or the West Virginia Board of Regents.



Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the nonresident fees for each session theretofore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of resignation must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of minors shall follow that of the parents all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residences, minors take the resident of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or State income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Marriage

The residence of married persons is determined by the same rules of domicile which would apply if they were not married.

Military

Individuals who are on active military service or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees provided that they established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and have at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the State.

Aliens

Aliens in the United States on a resident visa, or who have filed a petition for naturalization in the naturalization court, and who have established a bona fide domicile in West Virginia may be eligible for resident classification, provided they are in the State for purposes other than to attempt to qualify for residency status as students.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals. The decision of the President of the institution may be appealed in writing with supporting documentation to the West Virginia Board of Regents in accord with such procedures as may be prescribed from time to time by the Board.

Payment of Tuition and Fees

The regulations of the West Virginia Board of Regents provides that: "No financial credit of any type shall be extended to any individual, either student or other, at any State college or institution. All colleges and institutions shall operate strictly on a cash basis with all payments and obligations being collected in advance. All tuition and fees must be collected in full for each semester on enrollment day for each semester."

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment charge of $15 will be assessed on each check returned for "insufficient funds" unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Student records will not be released by the Registrar's Office for any student who has a delinquent financial obligation to the College.

Enrollment Fees Per Semester

On-Campus

	W.Va. Resident	Non-Resident
12 hours (or more) (full-time student)	$295.00	$895.00
11 hours	271.00	843.00
10 hours	255.00	775.00
9 hours	239.00	707.00
8 hours	223.00	639.00
7 hours	207.00	571.00
6 hours	113.50	425.50
5 hours	97.50	357.50
4 hours	81.50	289.50
3 hours	65.50	221.50
2 hours	49.50	153.50
1 hour	33.50	85.50

All freshmen must pay $1.50 Freshman Orientation Fee — August term only. All new students — freshmen or transfers — must pay $4.00 Service Charge to set up schedule. Students are entitled to activities and athletic functions if enrolled for 7 hours or more.

Fee Identification

	W.Va. Resident	Non-Resident
Tuition (BOR Capitol Fund)	$ 50.00	$250.00
Registration Fee (BOR Capitol Fund)	50.00	250.00
Higher Ed. Resources (Operating Fund)	100.00	300.00
Athletic Fee	22.00	22.00
Student Union Fee	18.00	18.00
Student Activities Fee*	55.00	55.00
Total	$295.00	$895.00

*Supports Student Government, Student Publications, I.D. Cards, Testing, Student Programs, Masquers and Forensics, Band, Choral, Intramurals, Debate, and Student Center Activities.

Off-Campus

Total hours must be taken off-campus to qualify for off-campus fees. If a class is taken on-campus, then all hours will be charged at the on-campus rate.

	W.Va. Resident	Non-Resident
12 hours (or more) (full-time student)	$200.00	$800.00
11 hours	176.00	748.00
10 hours	160.00	680.00
9 hours	144.00	612.00
8 hours	128.00	544.00
7 hours	112.00	476.00
6 hours	96.00	408.00
5 hours	80.00	340.00

4 hours	64.00	272.00
3 hours	48.00	204.00
2 hours	32.00	136.00
1 hour	16.00	68.00

All new students—freshmen or transfers—must pay $4.00 Service Charge to set up schedule. There is no orientation fee for off-campus freshmen. Off-campus students are not entitled to activities or athletic functions.

Cost of Each Summer Session

	W.Va. Resident	Non-Resident
12 hours or more	$238.50	$838.50
11 hours	214.50	786.50
10 hours	198.50	718.50
9 hours	182.50	650.50
8 hours	166.50	582.50
7 hours	150.50	514.50
6 hours	125.50	437.50
5 hours	109.50	369.50
4 hours	93.50	301.50
3 hours	77.50	233.50
2 hours	61.50	165.50
1 hour	45.50	97.50

Special Fees

Late Registration Fee: (One to five days)	$15.00
Graduation Fee (Inc. cap and gown)	20.00
Freshman Orientation Fee	1.50
Transcript Fee (First Transcript is furnished free)	2.00
Special Examinations for course credit (Regularly enrolled students)	3.00
Special Examinations for course credit (Non-enrolled students) per semester hour	2.50

*The term "resident" refers to classification for fee purposes only.

Refund Policy for Tuition and Fees

A student who withdraws regularly from the college may arrange for a refund of fees in accordance with the following schedule. Refunds are determined from the first day of the school term which begins officially with Freshman Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. *Classes may not be added or changed at this time.*

Summer registration—Students will be permitted to pre-register, but all students must pay fees on registration day. *Classes may be dropped but not added or changed at this time.*

Semester

During first and second weeks 90%
During third and fourth weeks 70%
During fifth and sixth weeks 50%
Beginning with seventh week No Refund

A Summer Term

Beginning with registration day through the first three days of classes 90%
Fourth day of classes through the sixth day of classes 70%
Seventh day of classes through the ninth day of classes 50%
Beginning with the tenth day of classes to the end of the session No Refund

Residence Hall Expenses Per Semester

Rent:

Morrow, North, Pence Halls $460.00 plus tax

Food Service:

All residents of Morrow, North, and Pence Halls are required to purchase a meal ticket for use in the College Dining Hall $565.00 plus tax

Summer School Room and Food Service (1981):

*Food Service for five weeks $175.00 plus tax
*Room double occupancy for five weeks $140.00 plus tax
*Room single occupancy for five weeks $150.00 plus tax

*Food service available contingent upon number of residents.

Breakage Fee:

This fee, less charge for any damage, is returned at the end of occupancy period $50.00

Key Deposit:

This is returned when the student vacates the residence hall room and returns the key to the Residence Director $2.00

Social Fee:

The fee is to be paid when a student moves into a residence hall. It covers the cost of the local newspaper, TV Guide, television cable, Christmas party, and various other expenses of the hall $5.00

All rates are subject to change without notice.

Payment of Room and Board

Regular term payment of room and board plus tax and a fifty dollar breakage fee must be paid on or before registration day. Summer term payment of room and board plus tax, and a breakage fee for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay an $80.00 deposit at the time the application is filed with the College. (This amount is subject to change at any time.) The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Student Affairs.

Notice of cancellation of room reservations must be received by the Office of Student Affairs by June 15. Otherwise the total amount of $80.00 will be forfeited. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to dates.)

Not more than ten percent of available living space in any campus residence hall may be assigned to out-of-state students.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment is available to worthy students who need assistance in meeting their college expenses. All funds are administered by the financial aid officer with approval of the Financial Aid Committee. Applications for financial aid should be sent to Student Affairs, Financial Aid, Fairmont State College, Fairmont, West Virginia 26554.

Philosophy

1. Fairmont State College's primary purpose in awarding financial aid is to assist those students who without such aid could not attend.
2. It is the position of the College that parents have the first obligation to provide for the education of their sons or daughters. The second obligation falls upon the students (and their spouses where applicable) to contribute to their own education from personal earnings and assets, including appropriate borrowing against future earnings.
3. Within its available resources, the College attempts to meet the financial needs of its students. A student's financial need is determined by subtracting the parent and/or student's contribution from the total cost of attendance. The total financial aid awarded a student shall not exceed the college budget.

Grants Available

Supplemental Educational Opportunity Grant (SEOG)

This program provides monetary grants from the Federal Government for those students who demonstrate the most financial need as determined by completion of the Financial Aid Form (FAF). Eligible students must be enrolled at least on a half-time basis.

Pell Grant (formerly known as the BEOG or Basic Educational Opportunity Grant)

This program provides monetary grants from the Federal Government for students who qualify as determined by submitting a Financial Aid Form (FAF) or other applications approved by the Office of Education. Eligible students must be enrolled at least on a half-time basis. Eligible applicants receive three copies of an award letter (SER) directly from the Pell Grant program and must submit these copies to the Financial Aid Office before monies can be ordered.

Scholarships and Awards

Fairmont Undergraduate Scholarship (FUS)

This scholarship is a partial tuition and fee waiver and is awarded on the basis of one of the following criteria: (1) financial need, (2) general academic ability, (3) recommendation by an academic division for demonstrated ability in a major field of study, and (4) athletic ability. Full-time enrollment and a cumulative grade point average of 2.00 or better are required.

West Virginia Higher Education Grant (WVHEG)

This scholarship is awarded by the West Virginia Board of Regents. Criteria for awarding include cumulative grade point average (ACT scores for incoming freshmen) and demonstrated need (submission of a FAF to the Board). In addition to the FAF, applicants must submit a WVHEG Application which is available through the high school counselor, awareness counselor or the College Financial Aid Officer.

Fine Arts Scholarships

These scholarships are awarded on a competitive basis by the Division of Fine Arts to students majoring in art, music, speech communication and theatre. Contact the Division of Fine Arts for details.

Foundation Academic Scholarship (FAS)

This scholarship is awarded for the freshman year only by the Fairmont State College Foundation. Recipients are selected on the basis of outstanding academic performance in high school and recommended by academic divisions. Interested applicants should make contact with the head of the division in which their major field is contained. Full-time enrollment is required.

FSC Foundation Scholarship

This scholarship is funded by the Fairmont State College Foundation and offered to National Merit finalists. If the recipient maintains full-time enrollment with a grade point average of 2.00 or better, the scholarship is awarded for a total of eight semesters.

Lettermen's Athletic Scholarship (LAS)

This award is given to deserving participants in varsity athletics.

Nursing Scholarship (NS)

This scholarship is funded by the Federal Government. Recipients must be enrolled full-time in the nursing program and show exceptional financial need as determined by the FAF.

The Barbara Clinton Cort Award

This is a one-year scholarship to be made to a student, or students, demonstrating outstanding talent and commitment to the performance areas of speech communication and/or theatre. Applications must be made to the coordinator of the Department of Speech Communication and Theatre by March 1 of each year. The department faculty shall select the recipient(s).

Mary B. Jaynes Scholarship

This scholarship is awarded to a full-time student who has completed at least 90 semester hours of credit and is majoring in some four-year field of study offered by the Division of Commerce. The award is based on academic performance, financial need, extracurricular activities, and personal character.

John C. Shaw Scholarship

This scholarship is awarded to West Virginia residents who demonstrate financial need and whose health, intelligence, character, and habits show promise of commendable careers.

Stella E. Morgan Scholarship

This scholarship is awarded to deserving students in the field of English. Selection of recipients is made by the division head.

Richard P. Wellock Award

This is a music department scholarship presented by the FSC Student Chapter of Music Education National Conference. The possibility exists for additional scholarship awards in the Fine Arts Division. Screening or auditions for these awards are generally held in the spring semester. The division head should be contacted for additional information.

Student Employment

College Work Study Program (CWSP)

Funds for this program are made available from the Federal Government. Eligibility is based on the completion of the FAF or other applications approved by the Office of Education. Students are assigned work on campus not to exceed fifteen (15) hours per week while classes are in session. Forty hours per week may be scheduled during semester breaks. Work assignments are made by the student employment director in the Office of Student Affairs. At least half-time enrollment is required.

Regular Student Employment (RSE)

State funds are used for these positions and are limited. Applicants should contact the director of student employment in the Office of Student Affairs.

Loans Available

National Direct Student Loan (NDSL)

Subject to the limitation of funds available, students may borrow up to $1,500 a year with a maximum of $5,000 toward the first bachelor's degree. Funds are provided by the Federal Government (90%) and Fairmont State College (10%). Repayment with an interest rate of 4% begins six (6) months after graduation or termination of schooling. Eligi-

bility is determined by completion of an FAF or other applications approved by the Office of Education. At least half-time enrollment is required. Loans made after July 1, 1982, will be at 7% interest.

Nursing Loans (NL)

Funds for this loan are provided by the Federal Government and limited to students enrolled in the Nursing Program. The interest rate and repayment follow guidelines summarized under the NDSL above. Full-time enrollment is required. Eligibility is based on the completion of the FAF.

Guaranteed Student Loan (GSL)

This is an educational loan made by banks or State lending authorities. Application forms for the West Virginia program (HEAF) may be obtained from a lending institution or the College Financial Aid Office. Other state loan program applications can be obtained from the appropriate authority or lending institution.

Fairmont State College Foundation Emergency Loan

This program provides a short-term loan against financial aid administered by the Financial Aid Office for the purpose of paying tuition, fees, and immediate living expenses, or the purchase of books and supplies. Loans must be repaid within 120 days or the end of the semester, whichever comes first. Interest is $2 or 2%, whichever is greater. Regardless of age, the note must be co-signed by a parent or relative. NOTE: This loan is not a loan in the usual sense of the word. It is provided only for students whose financial aid for some reason has not reached the campus at the time tuition and other payments are required.

NOTE: Other conditions, regulations and policies of each of the above aids are available through the Financial Aid Office.

Procedures for Obtaining Aid

1. Students must complete and submit an application for admission to the Fairmont State College Admissions Office (new students only).
2. For first consideration for grants, scholarships and aid based on need, students must complete and submit a Fairmont State College Financial Aid Application to the Financial Aid Office by April 15. Applications must be renewed annually.
3. For first consideration of aid based on need, students must complete and submit a Financial Aid Form (FAF) or other applications approved by the Office of Education to the appropriate agency or agencies by March 1. The application must be resubmitted annually.

Veterans' Policies

The following policies and procedures will be followed by Fairmont State College for the purpose of determining satisfactory progress for all students receiving veterans benefits and the Veterans Administration will be notified under the policy of any veteran not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester when a student receiving veterans benefits is either suspended or placed on academic probation by Fairmont State College. It is the responsibility of the Office of the Assistant to the Academic Vice-President to supply the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. All instructors will be provided with a list of students receiving veterans benefits.
2. A letter to each instructor will accompany the list of veterans requesting that the instructor notify the Veterans Coordinator immediately if any student on the list has absences in their class to the extent that the absences are interfering with satisfactory progress.
3. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from college or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

The final grade policy for all courses attempted applies to all students at Fairmont State College, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Fairmont State College Veterans Coordinator to administer the procedures listed above and notify the Veterans Administration in every instance indicating lack of satisfactory progress by the student receiving veterans benefits. There will be no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. A copy of the standards for satisfactory progress will be given to each veteran upon admission to Fairmont State College. Veterans will be informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).

Student Affairs

Fairmont State College maintains many services to all students with the objective of assisting each student to adjust to the college environment. The Office of the Vice President for Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of each student. Such responsibilities include: health, counseling center, freshman orientation, placement service, student employment, financial aid, student insurance, housing, social organizations, and student government.

As required by Section 504 of the Rehabilitation Act of 1973, faculty and academic administrators are informed through various avenues of communication concerning requirements relating to courses of study, modifications of degree requirements, alternative testing methods, etc., as well as the process for rescheduling classes to accommodate students with mobility impairments. The institutional contact person for the handicapped is located in Student Affairs.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students.

American College Testing Program (ACT)

This test is required of all entering Freshmen. Registration for classes is contingent upon completing this test.

College Level Examination Program (CLEP)

This test is available for students to obtain credit in specific courses. It is given the third week of each month. Information and applications are available in Student Affairs.

Graduate Record Examination (GRE)

This test is optional for students graduating with a Bachelor of Arts Degree (non-teaching) or Bachelor of Science Degree who expect to attend graduate school. This should be taken during the Senior year.

National Teachers Examination (NTE)

This test is required of students graduating with a Bachelor of Arts Degree in Education. These students must take the examination during the final semester or term of their senior year.

Undergraduate Program Area Tests

This test is required of teacher education students upon completion of forty-eight (48) semester hours and prior to enrollment in Education 302. Tests for the Humanities, Natural Sciences and Social Sciences are required.

Housing

Pence Hall is a modern residence hall providing living/learning quarters for 134 men and a full-time residence director. It is located on the hill above the main portion of the campus and commands a splendid view of much of the campus and surrounding area.

Two modern, conveniently located residence halls are available for women. On cam-

pus are two residence halls—Morrow Hall, which was built in 1922 and most recently renovated and refurnished in 1977, and Prichard Hall, which was completed in September, 1964. Morrow Hall provides living/learning quarters for 163 women and a full-time residence director, and Prichard Hall provides living/learning quarters for 150 women and a full-time residence director.

Standards for Residence Hall Life

1. All unmarried freshmen students who do not commute, or who do not reside with their families, are required to reside in a living-learning center of College housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; and a student may not move or transfer from any residence hall, except to graduate, to withdraw for the remaining part of the academic year, or to marry and live with spouse.
3. Applicants for room reservations must pay an $80 deposit at the time of application; this fee will be credited to the applicant's room rent account. Notice of cancellation must be received by the Office of Student Affairs by June 15 or the $80 deposit is forfeited. A $50 breakage fee shall be deposited at the time of registration; this fee, less any damages, will be returned at the time of withdrawal from the residence.
4. All applicants for rooms and their parents or guardians are responsible for being familiar with the requirements for dress, the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in the *Student Handbook*.
5. The College reserves the right to limit to a certain class (freshmen) the residence hall rooms under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls under the control of the College.
7. Students who live in Pence, Morrow, or Prichard Hall must purchase a meal ticket for the Dining Hall. No evening meal will be served in the Dining Hall on Sunday.
8. A student who is absent from a residence hall for seven or more consecutive days will not be charged for meals, provided that the Food Service Director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence during a term or semester, or to students withdrawing during a term or semester.

 An exception to the no-refund policy for room rent will be made and a refund granted if the following conditions are met:

 1. In the case of male students, Pence Hall must be 100% occupied and in the case of female students, both Morrow and Prichard hall must be 100% occupied.
 2. There must be available an alternate student to occupy the vacancy. The alternate student must pay the room rental and occupy a place in the residence hall bringing the occupancy back to 100% before the refund will be granted.
 3. The refund will only represent that percentage of the total which is remaining within the semester based on the day official notice was given to vacate.
9. Room rental must be paid in full for a semester on or before registration day and a meal ticket for a semester must be paid on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.

11. In cases where a preponderance of circumstantial evidence of stealing exists, the student's room will be searched in accordance with the *Student Handbook.*
12. Any residence hall students who are suspended or expelled from Fairmont State College for disciplinary reasons may forfeit their right to any residence hall refund.
13. Students living in residence halls must provide their own twin size mattress pad/cover, sheets, pillow case, towels, and washcloths.

Career Planning and Placement Services

Assistance in career planning is available to all students in the Office of Student Affairs. Career planning involves discovering one's interests, needs, values, aptitudes, abilities and goals; relating these to the world of work; and exploring appropriate major subjects and career fields. A library of occupational information materials is available for use in connection with career exploration.

For the graduating student, opportunities are provided for interviews with on-campus representatives of business, industry, branches of government, including the military services and education agencies. Other services include seminars dealing with job-interviewing skills, resume writing, career goals and objectives; job-placement class; direct job referrals made to registrants; credential files maintained and mailed upon request; company literature available; and an extensive job-placement employment library maintained.

The facilities and services of the Career Planning and Placement Office are for the student from associate through baccalaureate degree levels as well as alumni, whether it be for full-time or part-time employment.

Freshman Orientation

Freshmen arrive on the campus in advance of other students. It is at this time that freshmen become acquainted with the campus, buildings, the academic program, various student activities, and student welfare in general. After scheduling classes, they become formally registered for their first semester of college work. Throughout the orientation period, freshmen are assisted and guided by trained student counselors who are sympathetic to the individual problems of students.

Further, a one-hour course, Human Service 100—College Orientation, is offered to entering freshmen. This course orients the student to college life through a thorough explanation of topics such as (1) the advising system, (2) the academic process and regulations, (3) the *College Catalog,* (4) pre-registration and registration, (5) student services, (6) use of the library, (7) how to study, and (8) extracurricular activities.

Foundations Program

The Foundations Program provides testing and instruction in basic skills. Credit courses in writing, reading, and mathematics are offered. Additional services of the program include instruction in speed reading, vocabulary development, study skills, grammar, and spelling. Students wishing the services of the Foundations Program can enroll in Foundations courses or can arrange for tutorial assistance or independent study by contacting the Director of the Program. The Foundations Program Laboratory and offices are located on the third floor of Jaynes Hall.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published *Student Handbook*.

Student Automobile Regulations

Because of the large number of cars used by students, traffic on the College campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

Specific reference should be made to the published *Student Handbook*.

Health Service

A physician, a physician's assistant, and a registered nurse are available to examine and advise students in matters pertaining to their health. On school days from 8 a.m. until 4 p.m., a physician's assistant is available and from 5 p.m. until 8 p.m., a registered nurse is available in the College clinic in the Colebank Gymnasium for first aid and for the treatment of minor ailments of the students. The College physician has regular campus office hours.

Group student hospital insurance is available to all full-time students at a very reasonable rate. Each prospective student is mailed information pertaining to this insurance prior to the opening of College in the fall.

Food Service

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Menus of a variety of foods are carefully planned to provide nutritive diets with an attractive service at a reasonable price.

Turley Center

The Turley Center is a modern, spacious building centrally located on the campus. It contains the College Bookstore, a snack bar, the ballroom, meeting and recreation rooms and a study lounge.

In the Bookstore, students may purchase all textbooks, stationery, school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages weighed for mailing.

The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students.

The Ballroom and meeting rooms are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

The recreation rooms provide facilities for participation in pocket billiards, ping-pong, chess, backgammon, and checkers. Various tournaments are held each semester under the direction of the student center activities coordinator.

The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious-minded students in their preparation for academic endeavors.

The hours for the Turley Center are as follows: Bookstore, Monday through Friday from 8:00 a.m. to 4:00 p.m.; Recreation Rooms-Study Lounge and Snack Bar, Monday through Thursday from 7:00 a.m. to 10:30 p.m. and on Friday from 7:00 a.m. to 6:00 p.m.

Library Service

The Library occupies the second and third floors of the Library/Learning Resources Center Building. The Library facility features individual study carrels, many of which are equipped for the use of audio-visual materials.

The Library is supportive of the academic programs of the College and therefore acquires a variety of informational resources. Books, journals and audio-visual materials pertaining to all areas of the curriculum are available. Moreover, materials not owned by the Library may be secured through interlibrary loans.

The Library presently contains some 164,299 volumes and subscribes to 698 periodicals. Many books and journals are maintained in microform for which the Library provides appropriate reading facilities. As a selective depository for U.S. government documents, the Library houses a collection of 14,078 government publications. Collections of filmstrips, kits, cassettes, records, slides, transparencies and other media are also housed in the Library. All Library materials are shelved in open stacks and are directly accessible for students and faculty.

The Library fosters its role as an information agency by emphasizing personalized bibliographic and reference services to students and faculty. Trained personnel are always on duty when the Library is open to encourage and assist individuals in their pursuit of information.

Learning Resource Center

The Learning Resource Center occupies the first floor of the Library/Learning Resource Center Building and is responsible for the coordination, design, and application of educational technology for the institution. Specialized personnel and facilities provide for the design and production of a wide range of audio/visual, graphics, and television learning materials. The LRC provides an extensive on-campus equipment repair service. The LRC also maintains a 16mm educational film library available to students and faculty.

Student Government Organizations

The Student Government Organization is composed of all students regularly enrolled in Fairmont State College. All of its officers are students and all business is conducted by them. Through this organization student programs and many other activities are undertaken. A student activity fee is collected from all students. This fee covers the cost of student activities and entitles the student to attend all athletic contests, major dramatic productions, and other special programs and to copies of the college newspaper and yearbook.

Student Government

All nonacademic activities of the student body are carried on under the direction of the Student Government.

Operating under a liberal constitution, the Student Government plans and schedules a full program of activities. It sets up the rules under which all student organizations operate and is constantly working to improve campus life.

Every segment of the student body is represented in the Government. Members, except freshmen, are elected each spring by the student body and receive special training for their jobs.

The Government is comprised of the president, vice-president, treasurer, secretary, two senators from each class, representatives at large—faculty senate, and a faculty advisor.

The Government meets weekly in the Turley Room of the Student Center. Any student is welcome to attend any or all of the meetings.

Clubs, Honor Societies, and Social Organizations

Fairmont State College students have organized a number of clubs and honorary organizations for the promotion of interest in various subject matter fields, for the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations of this character can be found in *The Student Handbook.*

Religious Interests

Fairmont State College maintains a close relationship with the religious organizations of the city, including the Greater Fairmont Council of Churches. Announcements of services and special programs are posted on a bulletin board in the Administration Building.

Organized groups on campus are the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodist, United Presbyterian, Presbyterian U.S., Christian (Disciples of Christ) and Episcopal Churches as United Ministries in Higher Education, and the Intervarsity Christian Fellowship. Services of ministers are available to the campus at all times through the Associates in Campus Ministry. The Associates serve as the liaison for religious interest with the Administration.

Publications

Student publications, under the direction of the Office of Publications, 121 Library Building, are comprised of the All-American weekly newspaper, *The Columns,* and yearbook, *Mound.* Staff positions are open to all students, who may submit applications the first week of each semester. Forms are available at any of the publications offices, 110, 119, and 120 Library Building. Consideration is given to those students who have done acceptable work in Journalism or who have had previous practical experience on publications. Applications are screened by the Publication Board, including editors-in-chief, business managers and Journalism faculty. Staff appointments are made with the approval of the Director of Publications, from whom additional information may be obtained in 121 Library Building.

Both publications have undergone extensive redesign during the past few semesters to allow student journalists to exhibit more of their writing, photographic, and graphics skills and talents. Consequently, *The Columns* has been awarded an All-American rating from the Associated Collegiate Press for seven consecutive semesters; the *Mound* has received three consecutive first class ratings.

The Columns, named for the eight stately columns at the front of the Administration Building, is financed by student fees and advertising. Published weekly except during examination and vacation periods, it is distributed by noon each Friday through campus newsstands located in various campus buildings.

The *Mound,* named for an historic spot on a former campus, is also financed by student fees and advertising. Depicting all phases of campus life through student photography and writing, it is distributed each fall through the student publications business office, 119 Library Building.

Annually, the William A. Boram Award for Achievement in Journalism is presented to a graduating senior Journalism student who has contributed to the success of both student publications during his or her enrollment. Selection is based on academic excellence and journalistic achievement.

The Office of Student Affairs is responsible for the following publications:

The Student Handbook, compiled annually under the direction of the Student Government, contains valuable information about Fairmont State College and its varied student activities.

The Student Bulletin is posted on the bulletin boards located prominently in each building. This bulletin carries announcements of all student activities. Material for the *Student Bulletin* should be left with the Vice President of Student Affairs by noon Thursday. Bulletins are posted Friday morning for the following week. Students should consult the bulletin boards daily for important announcements.

Music Organizations

The Fairmont State College Marching and Concert Band is a uniformed band which presents concerts in Fairmont and other communities. This organization is open to both men and women.

The musical organizations of Fairmont State College—the Chorus and the Collegiates—provide opportunities for students interested in group singing. These groups present programs at the College assemblies, in neighboring communities, and on the radio. They also give annual public concerts. The Chorus is open to all students, but the "Collegiates" is composed of selected members of the College chorus. Operas are produced annually. The College-Community Symphony Orchestra is open to all students and members of the community.

Students may participate in College ensemble programs including the Stage Band and String, Brass, Woodwind, Vocal Advanced, and Percussion Ensembles.

Forensics (Public Speaking and Debate Activities)

Traditionally Fairmont State College offers varied programs for all students interested in public speaking and debate. Participation in all of these activities is open to any student at Fairmont State College. All activities are under the direction of the Speech Communication and Theatre faculty.

The *Intercollegiate Debate Squad* annually participates in 15 to 25 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, student congress, and group discussion. Locally students have an opportunity to compete with original oratory for cash awards in the M. M. Neely Oratory Contest each spring.

The FSC Chapter of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

Fairmont State College traditionally offers an active theatre program for performer, technician, and theatregoer.

The *Masquers,* since 1923 the student theatrical production organization, present a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to

the public. Membership in Masquers is open to the student body and is earned through participation with the college theatrical productions.

The Masquers' Town and Gown Players, since 1960 have presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and members of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatregoers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at Fairmont State College on a volunteer or credit basis.

The Masquers, Jr., periodically present a play for a children's audience. It is produced in conjunction with Theatre 340, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314FA. Acting roles and positions on production crews are open to the student body.

The Masquers Reader's Theatre provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports

A regular program of intramural sports is sponsored for the benefit of all students. Teams, contests, and various activities are organized for competitive play among the various groups and organizations. The pool is open for intramural and recreational swimming at certain times. Such facilities as the conditioning room are open for individual and group participation. This is under the supervision of staff members who direct the overall program. Individual participation with selected equipment is offered for those interested and concerned with their own development, and not with team participation.

The intramural program includes the following activities: flag football, tennis, volleyball, basketball, wrestling, bowling, golf, softball, horseshoes, outdoor track, badminton, swimming, archery, and foul throwing.

Intercollegiate Sports

Fairmont State College sponsors an intercollegiate athletic program in football, basketball, baseball, cross-country, golf, tennis, swimming, and track. There are fine indoor and outdoor facilities and equipment for physical education and recreation. Every young man in college is free to participate in any one or more of the intercollegiate sports and in all recreational activities. The intercollegiate athletic program for women includes tennis, basketball, volleyball, swimming, track and cross-country.

Athletic Policy

The program of intercollegiate sports at Fairmont State College is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the general faculty.

The general objectives of the intercollegiate sports program at Fairmont State College are to teach young men and women the values of sportsmanship, good physical conditioning, and the disciplinary and social values of organized team play. Specific

values include the training afforded prospective coaches and physical education instructors through participation, and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

The ultimate responsibility for the conduct of the athletic program rests with the President.

The members of the coaching staff are regular members of the faculty and have the same professional status, qualifications, salaries, and tenure as other faculty members.

Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.

The award of scholarships, student loans, and student employment to an athlete is made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.

All athletic funds are handled by the Business Office of the College. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.

An effort is made to compete only with colleges having similar educational and athletic policies.

Fairmont State College is a member of the West Virginia Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics, and athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Awards

At the annual Awards Banquet, recognition is given to students who have displayed outstanding achievements in the various academic disciplines. The top ten outstanding students and seniors elected to Who's Who Among Students in American Colleges and Universities are also recognized.

Alumni

The Alumni Association of Fairmont State College is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, and Fairmont State College.

The history of the Alumni Association goes back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Friday evening and continue through Saturday and include a parade, dinner banquet, business session and dance. During commencement weekend the class of 50 years ago return to the campus for a day's visit and dinner as guests of the Alumni Association and the College. This group of alumni who graduated 50 years ago or more automatically become members of the Emeritus Club. The unit was formed in 1963.

Information concerning the Alumni Association may be had by writing to the Alumni Secretary, Fairmont State College, Fairmont, West Virginia 26554.

Academic Information

Degrees

The three baccalaureate degrees granted by Fairmont State College are Bachelor of Science, Bachelor of Arts, and Bachelor of Arts in Education. For each of these three degrees a minimum of 128 semester hours of credit is required. An Associate of Arts, Associate of Applied Science or Associate of Science degree is also granted upon successful completion of from 60-78 semester hours in the two-year curricula. A Certificate in Applied Science is offered in three areas upon completion of 32-34 semester hours. This college also offers a flexible nontraditional Regents Bachelor of Arts Degree Program.

Degree Programs

Bachelor of Arts and Bachelor of Science Degrees

	Minimum Semester Hours Required		
	Degree	Major	Minor
Allied Health Administration	B.S.		
Medical Laboratory Technology		132	71
Medical Record Technology		129	18
Nursing		138	74
Respiratory Therapy Technology		142	78
Veterinary Assistant Technology		140	77
Art			24
Biology	B.S.	55	25
Business Administration	B.S.		
General		39	18
Accounting		39	18
Economics		39	18
Office Administration		34	21
Banking			18
Clerical			18
Electronic Data Processing			19
Real Estate			18
Retailing			18
Chemistry	B.A.	54	19
Chemistry	B.S.	64	
Child Care			25
Commercial Design/Graphics			32
Criminal Justice	B.S.	74	28
Engineering Technology	B.S.	130	23
Eight Areas of "Concentration"			
Architecture, Electronics, Industrial, Mechanical, Mining, Civil, Printing, Safety			
English	B.S.	30	18
English (Business and Technical Writing)			18
Fire Science			22
Food Service Management			25
French	B.A.	30	24
Geography			18
German			18

Graphics/Fine Arts B.S. 92
Health Science B.S. 59 20
History B.A. 36 24
Home Economics B.S. 39 26
Interdisciplinary Studies B.A.-B.S. 48
Interior Decoration 23
Journalism 16
Journalism (Business and Technical Writing) 18
Legal Assistant 18
Library Science 24
Mathematics B.S. 30 21
Mathematics B.A. 30 21
Music 27
Music Merchandising 69
Occupational Health B.S. 92
Philosophy 15
Physical Education B.S. 38 32
Physics 31
Political Science B.A. 30 18
Psychology B.S.
 General 37 18
 Industrial-Personnel 46
 Community Service 52
Psychological Service 18
Radio/TV Communication 20
Recreation Leadership 70
Regents B.A. Degree B.A.
Social Work B.S. 45
Sociology B.S. 30 18
Spanish 18
Speech Communication and Theatre 28

Bachelor of Arts in Education

Elementary Education Diversified 1-6 48
Behavioral Disorders K-12 21
Gifted Education 1-6 21
Specialization Early Education 16
Specific Learning Disabilities K-12 21
Subject Specialization 4-8
 Art 28
 French 20
 General Science 31
 Home Economics 26
 Industrial Arts/Technology 32
 Language Arts 23
 Mathematics 15
 Oral Communications (Speech Communication and Theatre) 26-27
 Social Studies 41
Secondary Education
Subject Specialization 7-9
 Home Economics 26
 Language Arts 28
 Social Studies 42

Single Teaching Fields 7-12
Art 38
Behavioral Disorders 21
Biology 46
Business Education, Secretarial 38
Business Education, Principles 39
Chemistry 34
English 37
French 30
General Science 33
Gifted Education 21
Industrial Arts/Technology 45
Journalism 24
Mathematics 31
Physical Education 38
Physics 33
Oral Communications (Speech Communication and Theatre) 32
Comprehensive Teaching Fields 7-12
Business Education 52
Home Economics, Vocational 42
Industrial Arts/Technology 66-72
Social Studies 57
Secondary or Elementary Education
Subject Specialization K-12
Art 55
Music 59
Physical Education 43
School-Library Media 24
Special Education-MR 21

Associate Degrees and Certificate Programs

(Fairmont Community College—A component of Fairmont State College)

	Degree Offered	Minimum Semester Hours Required
General Studies	A.A.	64
Allied Health Technology		
Emergency Medical Service (one-year certificate in applied science)		34
Medical Laboratory	A.A.S.	71
Medical Records	A.A.S.	66
Nursing	A.S.	74
Veterinary Assistant	A.A.S.	77
Business Technology		
Accounting	A.S.	64
Business	A.A.S.	
General		64
Insurance		63
Real Estate		63
Child Care	A.A.S.	65
Clerical	A.S.	64
Clerical (one-year certificate in applied science)		32

Commercial Design/Graphics A.A.S. 64
Criminal Justice A.A.S. 67
Electronic Data Processing A.S. 64
Food Service Management A.A.S. 64
Interior Decoration A.A.S. 63
Legal Assistant A.A.S. 65
Music Merchandising A.A.S. 69
Psychological Service A.A.S. 64
Radio/TV Communication A.A.S. 64
Retail Management A.A.S. 64
Secretarial (Executive, General
Legal, Medical) A.S. 64
Secretarial (one-year certificate
in applied science) 32
Social Service Technology A.A.S. 64
Engineering Technology (Concentrations)
Architecture A.A.S. 67
Electronics A.S. 67
Fire Protection A.A.S. 67
Industrial A.S. 67
Mechanical A.S. 67
Mining A.S. 67
Civil A.S. 67
Safety A.A.S. 67
Power A.S. 67
Printing A.S. 67
Drafting/Design A.S. 67

Grading System

The following system of grading is used within the institution:

A—Superior, given only to students for exceptional performance.

B—Good, given for performance distinctly above the average in quality.

C—Average, given for performance of average quality.

D—Lowest passing grade for performance of poor quality.

F—Failure. Course must be repeated if credit is to be received.

FIW—Failure because of irregular withdrawal.

I—A temporary mark, given only when students have completed most of the course, but are unable to conclude it *because of illness or some other unavoidable circumstance.* Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate division chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor *must* submit a final grade.

W—Withdrew.

WF—Withdrew Failing, withdrawal from college only.

WP—Withdrew Passing, withdrawal from college only.

CR—Credit. Does not affect quality points.

NC—No Credit. Does not affect quality points.
P—Pass, Successful Completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points.

Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State College. Quality points for grades A, B, C, D, are computed as follows:

A—Four (4) quality points for each semester hour of credit.
B—Three (3) quality points for each semester hour of credit.
C—Two (2) quality points for each semester hour of credit.
D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality points by the number of credit hours scheduled. No quality points are attached to grades F, FIW, and WF, but the credit hours for the courses in which these grades are received will be used in computing grade averages.

In order to be graduated, candidates for degrees must have maintained a quality point average of 2.00 or better in all college courses and in all credit earned at FSC. An average of 2.00 must also be maintained in the major and minor fields of study. **If students are in teacher education, they must attain an average of 2.20 in each teaching field and/or subject specialization.**

All variations from prescribed programs must be approved by the division head in the major/minor field before students can qualify for graduation.

It is the students' responsibility to keep informed of their quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency of quality points in this institution.

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may elect one course per semester on a credit-no credit basis, such courses to be considered as part of the regularly scheduled load. A maximum of 15 semester hours may be completed under this option.

Courses selected must not be included in the general studies requirements, must not be in the student's major or minor or related courses for nonteachers, must not be in 7-12, 1-12, 7-9, 1-9, the diversified field, and professional education for teacher education students.

Credit-no credit earned under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic adviser and may not be changed after the close of the registration period.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as sophomores.

Students who have completed 58 hours but not more than 89 hours of college work are classified as juniors.

Students who have completed 90 hours or more of college work are classified as seniors.

Numbering of Courses

Courses for freshmen (100 series) and sophomores (200 series) constitute the lower level of curriculum. Courses numbered 300-499 are primarily for juniors and seniors. All General Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of General Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the Registrar for permission to carry more than 18 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Late Registration Fees: See schedule of fees in the *College Catalog* for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the College is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, there is a period, normally one week, when students may drop and/or add classes. Students who have pre-registered are not permitted to make changes during summer pre-registration or on registration day but must wait until this period begins.

Withdrawal from College: Students must apply at the Registrar's office to withdraw from college. Forms completed with the proper signatures and returned to the Registrar's office will constitute an official withdrawal. On the final grade report to the Registrar, instructors will record a "W" for students who withdraw through the end of the second academic week following midterm. If the official drop notice is issued after this period, the instructor will record either "WP" or "WF" at the conclusion of the semester. Students who fail to follow this procedure will have "FIW's" recorded.

Withdrawal from Class: During the period ending with the second academic week following midterm of a semester, students may drop one or more classes with "W" being recorded. The "WP-WF" grade will be used for students to withdraw from individual courses up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week.

Repeating a Course: Students may repeat a course in which they earned a grade of D or F if the course was taken no later than the semester or summer term during which they attempted the sixtieth semester hour and if the course was repeated prior to the receipt of a baccalaureate degree. The original grade shall be disregarded and the grade or grades earned when the course was repeated shall be used in determining grade point average. *The original grade shall not be deleted from the student's record.* Students may not repeat a course in which they have earned a C or better. Students who began college study prior to 1968 and transfer students should contact the Office of the Registrar to ensure coverage of this regulation.

Minimum Residence Requirements for Graduation: For a degree, at least one year's work in residence is required, and one semester of it must be in the senior year. A "year of residence" must represent not less than 32 hours credit, and a semester is defined as a minimum of 16 hours credit. Exception is made in the case of students who have com-

pleted three years of required work at Fairmont State College and who decide to complete the senior year by substituting approved credit earned subsequently in a college of medicine or dentistry.

For an associate degree at least one semester's work in residence is required. For the certificate degree at least eight semester hours' work in residence is required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the College absence policies which are to be found in the published *Student Handbook*.

Advising System

Students are assigned academic advisers when they first enroll at the College. If students desire to change their major fields of study they should contact the Assistant to the Vice President for Academic Affairs for reassignment. Students who are not ready to select a major upon entrance will be assigned to special advisers. It is to the academic adviser that students should take problems relating to degree requirements, pre-registration, and registration.

Grade Reports

The grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisers are provided complete grade reports at each reporting period. Students receive grade reports at midsemester and at the end of the semester. Midterm grade reports are not made during summer school.

Academic Probation

1. Students whose cumulative records indicate at least twenty hours attempted and a quality point deficit of ten or more are automatically placed on probation. Students on probation may take a full-time course load.
2. Students who are not suspended (see "Suspension" regulations below) are removed from probation only after they remove the quality point deficiency and achieve an overall grade point average of 2.0 or better.

Academic Suspension

1. The suspension list, which is compiled annually at the conclusion of the spring semester, applies only to those students who have attempted at least 58 hours and who have a quality point deficiency of at least twenty or more.
2. Suspension is for one semester. Students who attend summer school and reduce their deficiency to nineteen or fewer quality points shall be permitted to register as full-time students in the fall.

3. During the semester of suspension, students are permitted to take a maximum of seven credit hours.
4. After the one-semester suspension period, students may apply for full-time readmission. Readmitted students or transfer students admitted on probation may continue as long as they incur no additional quality point deficit.
5. Three suspensions from any institution(s) of higher education are final.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this college. The written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the fall term. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Assistant to the Vice President for Academic Affairs or the Chairperson of the Admissions and Credits Committee.

English Performance Evaluation

All students who are candidates for baccalaureate degrees must attain a grade of C or above in English 108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register for twelve or more hours and receive a grade point average of 3.2 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with a bachelor's degree who have achieved special distinction in academic work are graduated with honors. Honors are determined by the cumulative quality point average of a student's work at graduation. Three grades of honors are recognized: **cum laude** for a point average of 3.2 to 3.49; **magna cum laude** for a point average of 3.50 to 3.74; and **summa cum laude** for a point average of 3.75 or better. Averages are based upon the entire academic record of the student. Candidates for graduation with an associate degree who maintain a grade point average of 3.2 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the published *Student Handbook* concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State College are entitled to one official transcript of their record free; for each additional copy a fee of two dollars ($2.00) will be charged. Students who fail to meet their financial obligations to the College, or to any department of the College, will not be given transcripts.

An application for a transcript of credit should furnish the date of last attendance at

Fairmont State College, social security number, and a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

U.S. Air Force Reserve Officers Training Corps

Air Force ROTC is designed to provide training that will develop leadership abilities, managerial skills, and interpersonal attitudes vital to the professional Air Force officer. It is designed to qualify for commissioning those college men and women who desire to serve in the United States Air Force.

The Professional Officer Course (POC) of the Air Force ROTC Program is now taught on the Fairmont State College campus to enable students to obtain a commission as an officer in the USAF without traveling to West Virginia University for AFROTC classes. These courses will be offered by the Division of Commerce at Fairmont State College. Enrollment is limited to those who have been admitted to the program.

The course is open to FSC students who apply during their sophomore year and meet all eligibility criteria and complete a six-week field training experience at an Air Force Base during the summer between the sophomore and junior years. This summer training is paid for by the Air Force.

Application Information

Questions concerning application requirements and eligibility should be directed to the Department of Aerospace Studies at West Virginia University, 293-5421 or 293-5422.

U.S. Army Military Science Program

The Military Science Reserve Officer Training Corps (ROTC) two-year advanced curriculum stresses techniques of organizing, motivating, and leading others including recognizing, comparing, and evaluating courses of action. The participating student will experience management training and leadership development through adventurous, challenging activities.

Course numbers and titles for this Military Science program are listed in this catalog with Political Science designations.

Benefits

Participating students will receive $100 per month, tax free, during the academic year as a subsistence allowance. Textbooks required for the advanced ROTC course will be issued. Competitive scholarships are also available.

Obligations

A student who enters the advanced course as a junior agrees to finish ROTC instruction and to accept a commission and an equally important assignment in the active Army, a Reserve or National Guard component. All academic requirements for the student's degree must be completed before commissioning. The new officer will be obligated to serve on active duty for three years, depending on Army requirements and the student's choice. Competitive ROTC scholarship recipients are obligated to serve on active duty for four years.

Advanced Camp—Junior/Senior Year

Before students can be commissioned, they must attend an advanced summer camp for six weeks at Fort Bragg, North Carolina, between the junior and senior years. Cadets receive travel allowances and pay equal to one-half the basic salary of a second lieutenant.

For additional information, contact the U.S. Army Military Science Department at West Virginia University, 293-2911 or 293-2912.



Degree Requirements

The Bachelor of Arts in Education requirements for teaching fields and specializations are also included in this section under the appropriate academic discipline.

Candidates for the Bachelor of Arts and Bachelor of Science degree must complete the General Studies Requirements and a major and a minor. Students majoring in Engineering Technology or social work are not required to have a minor. The major and minor include all courses specified in this catalog as required and all other courses attempted in the disciplines designated as the major and minor.

The minimum credit required for graduation is 128 semester hours with an average of 2.0 quality points. In all cases the quality point average for a major or minor must be 2.0 or better with the exception of a Bachelor of Arts in Education degree which requires at least a 2.2 in the teaching specialization(s).

General Studies Requirements may also meet major or minor requirements. No course, however, may be counted more than once in meeting the semester hours required for graduation. For example, general studies requirements in English will also satisfy requirements for a major or minor in English.

Twelve hours of one foreign language is a general requirement for the Bachelor of Arts Degree. Upon the presentation of two or more units of high school work in a foreign language currently taught at Fairmont State, students may have six hours of this requirement at the elementary level of the language waived, provided that they are competent to continue the study of the language in classes numbered 200 or above.

General Studies Requirement for the Bachelor of Arts and the Bachelor of Science Degrees

36 Hours for Bachelor of Science Degrees
48 Hours for Bachelor of Arts Degrees

English			12
English*	104	Written English	3
English**	108	Advanced Written English	3
English	250	Survey of English Literature	3
English	260	Survey of American Literature	3
Fine Arts			2
Art	255	History & Appr. of Art	2
		or	
Music	205	Music Appreciation	2
		or	
Music	207	Beginning Recorder	2
History and Social Science			12
Economics 200		Economics	3
Economics 201		Economics Principles and Problems	3
Geography 210		Intro. to Geography	3
History 107		United States History I	3
History 108		United States History II	3
History 111		History of Civilization I	3
History 112		History of Civilization II	3
Political Science 103		American Government	3
Psychology 101		Intro. to Psychology I	3
Sociology 110		Introductory Sociology	3

Foreign Language (B.A. degree only) 12
French, German, or Spanish 101, 102, 201, 202
(another foreign language may be substituted with permission)
Physical Education*** 1
Any basic activity course
Science or Mathematics**** 6
Biology 101, 102 or Intro. to Biology 4
Biology 103 Intro. to Envir. Biology 4
Chemistry 101, 102 General Chemistry 8
Chemistry 105, 106 Chemical Principles 10
Geology 101, 102 General Geology 6
Mathematics***** 6
Physics 101, 102 Intro. to Physics 8
Physical Science (select any three) 6
Scientific Methodology 100 2
Astronomy 101 2
Chemistry 102 2
Geology 103 2
Physics 104 2
History of Physical Science 105 2
Speech Communication 100 3

*Foundations 101, Basic Communications, is strongly recommended for those who do not meet certain minimum standards prior to enrolling in English 104.

**A grade of C or above in English 108 is required for graduation.

***This requirement may be waived by the Registrar for a student who because of physical disability or infirmity cannot perform the basic activity course. The student must furnish appropriate medical substantiation of the disability or infirmity.

****This requirement must be taken in the same discipline.

*****Math 101 and Math 102 cannot be used to satisfy General Studies requirements.



Allied Health

Bachelor of Science in Allied Health Administration

This is a comprehensive program which is designed to provide practicing clinical level health professionals with the education to become lower and middle level supervisors and managers in health care agencies. It is specifically designed for allied health practitioners with an Associate in Science or Associate in Applied Science Degree who need administrative skills. In essence this is a 2 + 2 program with four options: (1) Medical Laboratory Technology; (2) Medical Records Technician; (3) Nursing; (4) Veterinary Assistant Technology. Successful completion of the applicable associate degree curriculum constitutes the first two years of this program; the curricula for the third and fourth years for each of the options follow:

Medical Laboratory Technology

Course Requirements **132 Sem. hrs.**

Semester 5

English	250	Survey of English Literature	3
Social Science/History			3
Art	255	Art Appreciation	
or		or	
Music	205	Music Appreciation	2
	or		
	207	Beginning Recorder	2
A.H.	100	Medical Terminology	3
A.H.	101	Introduction to Health Care System	1
A.H.	104	Medical Record Science I	3
			15

Semester 6

English	260	Survey of American Literature	3
Social Science/History			3
Physical Ed.		(Any Basic Activity)	1
A.H.	102	Pathophysiology of Disease	3
Management	308	Personnel Management	3
Elective		(Consent of Adviser)	3
			16

Semester 7

Social Science/History			3
Speech	100	Intro. to Speech Communication	3
A.H.	301	Health Care Organizations	3
Management	309	Principles of Management	3
Bus.	306	Business Law	3
			15

Semester 8

Management	314	Office Management	2
Econ.	200	Economics	3
A.H.	302	Management Prob. of Health Care Delivery System	3
A.H.	401	A.H. Practicum and Seminar	4
Bus.	310	Statistics	3
			15

Medical Record Technology

Course Requirements **129 sem. hrs.**

Semester 5

English	108	Advanced Written English	3
Social Science/History			3
Science/Math			2-3
Psychology	230	Social Psychology	3
Management	308	Personnel Management	3
Elective		(Consent of adviser)	3
			17-18

Semester 6

English	250	Survey of English Literature	3
Social Science/History			3
Science/Math			2-3
Management	309	Principles of Management	3
Economics	200	Economics	3
Bus. Ed.	103	Records Management	2
			16-17

Semester 7

English	260	Survey of American Literature	3
Science/Math		(If not fulfilled above)	2-3
Physical Ed.		(Any basic activity)	1
A.H.	301	Health Care Organizations	3
Bus.	306	Business Law	3
Bus. Ed.	251	Business Communications	2
			14-15

Semester 8

Speech	100	Intro. to Speech Communication	3
Art	255	Art Appreciation	
or		or	
Music	205	Music Appreciation	2
	or		
	207	Beginning Recorder	2
A.H.	302	Management Problem of Health Care Delivery System	3
A.H.	401	A.H. Practicum and Seminar	4
Elective		(Consent of Adviser)	3
			15

Nursing

Course Requirements **138 sem. hrs.**

Semester 5

English	250	Survey of English Literature	3
Art	255	Art Appreciation	
or		or	
Music	205	Music Appreciation	2
	or		
	207	Beginning Recorder	2
Physical Ed.		(Any basic activity)	1
A.H.	101	Intro. to Health Care System	1
A.H.	104	Medical Record Science I	3
Management	308	Personnel Management	3
Sociology	230	Social Psychology	3
			16

Semester 6

English	260	Survey of American Literature	3
History/Social Science			3
Elective (Consent of Adviser)			3
A.H.	103	Nsg. Procedures for Pedology and Gerontology	3
A.H.	105	Medical Record Science II	5
			17

Semester 7

Physical Science	100	Scientific Methodology	2
Speech	100	Intro. to Speech Comm.	3
A.H.	301	Health Care Organizations	3
Management	309	Principles of Management	3
Business	306	Business Law	3
Bus. Ed.	251	Business Communications	2
			16

Semester 8

Physical Science	100	Scientific Methodology	2
	or	or	
	101	Astronomy	2
	or	or	
	102	Chemistry	2
	or	or	
	103	Geology	2
	or	or	
	104	Physics	2
A.H.	302	Management Problem Health Care Delivery System	3
A.H.	401	A.H. Practicum and Seminar	4
Econ.	200	Economics	3
Bus.	141	Business Math	3
			15

Veterinary Assistant Technology

Course Requirements **140 sem. hrs.**

Semester 5

English	250	Survey of English Literature	3
Social Science/History			3
Physical Ed.		(Any basic activity)	1
A.H.	104	Medical Record Science I	3
Sociology	230	Social Psychology	3
Management	308	Personnel Management	3
			16

Semester 6

English	260	Survey of American Literature	3
Chemistry	102	General Chemistry	4
Art	255	Art Appreciation	
or		or	
Music	205	Music Appreciation	2
	or		
	207	Beginning Recorder	2
A.H.	102	Pathophysiology of Disease	3
A.H.	105	Medical Record Science II	5
			17

Semester 7

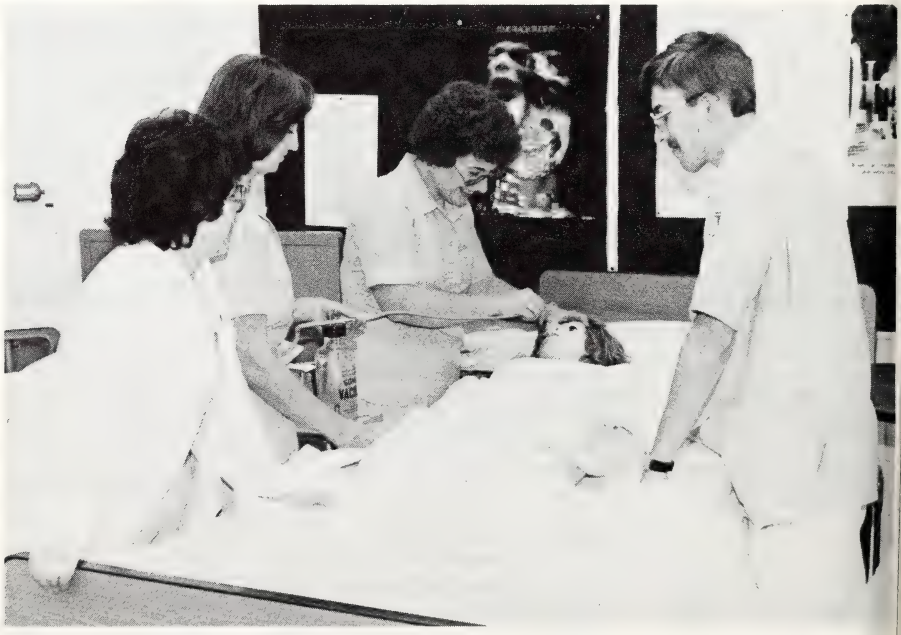
Social Science/History			3
A.H.	301	Health Care Organizations	3
Management	309	Principles of Management	3
Econ.	200	Economics	3
Bus. Ed.	251	Business Communications	2
			14

Semester 8

Social Science/History			3
A.H.	302	Management Problem Health Care Delivery System	3
A.H.	401	A.H. Practicum and Seminar	4
Bus.	306	Business Law	3
English	108	Advanced Written English	3
			16

Respiratory Therapy Technology

While the AAS degree has been terminated, the Bachelor of Science in Allied Health Administration remains a viable option for those persons who hold an Associate in Applied Science in Respiratory Therapy.



Commerce

(Business Administration, Business Education, Economics, Secretarial Science)

The Division of Commerce offers students several choices in their selection of a major field of study. Under the B.S. Degree students may obtain a degree in Business Administration with a concentration in General Business, Accounting, Economics or Office Administration.

In the A.B. in Education Degree students may earn a degree in Business Education-Comprehensive, Business Education-Secretarial, or Business Education-Business Principles.

In the area of two-year programs students may select: Accounting, General Business, Banking, Real Estate, Secretarial, Clerical, Electronic Data Processing, Retailing, or Insurance.

Students may minor in the division in General Business, Accounting, Economics, Office Administration and Electronic Data Processing.

In the area of one-year certificates, the student may select Secretarial or Clerical.

Courses offered by the Commerce Division may be found under the headings of Accounting, Business, Business Education, Economics, Electronic Data Processing, Management, and Marketing. **All courses may not be offered each semester. Students are urged to consult with advisers to avoid the possibility of missing a course needed for graduation at a specific time.**

Business Administration

Group A, General Major — 39 sem. hrs.

Accounting	201, 202	Principles of Accounting	6
Business	306, 307	Business Law	6
Economics	201, 202	Economic Principles and Problems	6
The additional requirement			21

These hours may be taken in any one of several combinations. Such combination to be agreed upon by student and adviser. Such combinations may include Accounting, Business, Economics, Management, Marketing, and EDP classes, and Mathematics 115 and/or 116.

Note: The General Business curriculum is under study at the time this catalog is being printed and will likely be revised. Students entering Fairmont State College in the Fall semester of 1982 should consult their advisers to get a list of the revised requirements for a major or minor in General Business.

Minor (not open to majors in Group A or B. Open to majors in Group C and D) — 18 sem. hrs.

Students in consultation with their adviser selects a set of related courses which would be more specifically in line with their interests and abilities. These courses may include Mathematics 115 and/or 116.

Group B, Accounting Major — 39 sem. hrs.

Accounting	*201, 202	Principles of Accounting	6
	203	Accounting Practicum	2
	*301, 302	Intermediate Accounting	6

Business	*306, 307	Business Law	6
	310	Statistics	3
Accounting	*330	Advanced Accounting I	3
	*331	Advanced Accounting II	3
Business	401	Business Finance	3
Accounting	404	Cost Accounting	3
	405	Auditing	3
	406, 407	Federal Income Tax Accounting	6
Management	409	Quantitative Management	3
Economics	*201, 202	Economic Principles and Problems	6
EDP	100	Introduction to Electronic Data Processing	3
EDP	103	FORTRAN Programming	4
	104	Introduction to COBOL Programming	4
Math	115	Intermediate Mathematics II	4
	116	Calculus I	4

*Required Courses.

Notice to students: Certain courses are required to qualify a student to sit for the Uniform Certified Public Accountant exam that are not required to satisfy the four-year major in accounting degree requirements. Students wishing to sit for the CPA exam should discuss this additional course work with an appropriate advisor early in their program.

Minor (not open to majors in Group A or B. Open to majors in Group C and D) — 18 sem. hrs.

Accounting	201, 202	Principles of Accounting	6
	301, 302	Intermediate Accounting	6
	330	Advanced Accounting	3
	404	Cost Accounting	3
	405	Auditing	3
	406, 407	Federal Income Tax Accounting	6
EDP	104	Introduction to COBOL Programming	4

Group C, Economics Major — 39 sem. hrs.

Economics	*201, 202	Economic Principles and Problems	6
	*301	Intermediate Econ. Analysis: Microeconomics	3
	*302	Intermediate Econ. Analysis: Macroeconomics	3
	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	307	Personal Finance	3
	405	Economic Analysis	3
	406	Guided Economic Study	3
Accounting	201, 202	Principles of Accounting	6
EDP	100	Introduction to Electronic Data Processing	3
	103	FORTRAN Programming	4
History	320	American Economic History	3
Math	115	Intermediate Mathematics II	4
	116	Calculus I	4

*Required Courses.

Minor (not open to majors in Group C; open to majors in Group A, B, and D) — 18 sem. hrs.

Economics	201, 202	Economic Principles and Problems	6
	301	Intermediate Econ. Analysis	3
		Microeconomics	3
	302	Intermediate Econ. Analysis	3
		Macroeconomics	3
	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	405	Economic Analysis	3
	406	Guided Economic Analysis	3
Math	115	Intermediate Mathematics II	4
	116	Calculus I	4

Group D, Office Administration
Major — 45 Hours
Required Courses

Accounting	201, 202	Principles of Accounting	6
Management	308	Personnel Management	3
Management	309	Principles of Management	3
Management	314	Office Management	2
Bus. Ed.	102	Intermediate Typewriting	2
Bus. Ed.	103	Records Management	2
Bus. Ed.	211	Advanced Typewriting	2
Bus. Ed.	251	Business Communications	2
Bus. Ed.	301, 302	Adv. Shorthand and Transcription	8
Bus. Ed.	311	Office Machines	2
Bus. Ed.	314	Exec. Dictation and Transcription	2
Bus. Ed.	340	Principles of Word Processing	3
Bus. Ed.	351	Exec. Office Procedures	3
Bus. Ed.	352	Directed Office Experience	2
EDP	100	Intro. to Electronic Data Processing	3

Minor — 26 Hours
(Not open to majors in Group D. Open to majors in Groups A, B, and C).

Accounting	201	Principles of Accounting	3
Management	309	Principles of Management	3
Management	314	Office Management	2
Bus. Ed.	101, 102	Beg. and Inter. Typewriting or	
Bus. Ed.	211	Advanced Typewriting	4
Bus. Ed.	202	Intermediate Shorthand	4
Bus. Ed.	301	Advanced Shorthand	4
Bus. Ed.	340	Principles of Word Processing	3
EDP	100	Intro. to Electronic Data Processing	3

Curricula for Teaching Fields and Specializations in Business Education

Business Education Comprehensive, grades 7-12 — 54 sem. hrs.

Business	*102	Introduction to Business	3
	*141	Business Mathematics	3
Accounting	*201, 202	Principles of Accounting	6

Business	306	Business Law	3
	310	Statistics	3
Management	314	Office Management	2
Bus. Educ.	*102, 211	Intermediate and Advanced Typewriting	4
	*103	Records Management	2
	*251	Business Communications	2
	*202	Intermediate Shorthand	4
	*301	Advanced Shorthand and Transcription	4
	*311	Office Machines	2
	*351	Executive Office Procedures	3
	352	Directed Office Experience	2
	431	Methods and Materials in Teaching Business Education	2
Economics	*201, 202	Economic Principles and Problems	6
EDP	100	Introduction to Electronic Data Processing	3

Business Education Secretarial, Single Teaching Field, grades 7-12 — 38 sem. hrs.

Business	*141	Business Mathematics	3
Accounting	*201, 202	Principles of Accounting	6
Business	306	Business Law	3
	310	Statistics	3
Management	314	Office Management	2
Bus. Educ.	*102, 211	Intermediate and Advanced Typewriting	4
	*103	Records Management	2
	*202	Intermediate Shorthand	4
	*301	Advanced Shorthand and Typewriting	4
	*311	Office Machines	2
	*351	Executive Office Procedures	3
	352	Directed Office Experience	2

Business Education, Business Principles, Single Teaching Field, grades 7-12 — 39 sem. hrs.

Business	*102	Introduction to Business	3
Accounting	*201, 202	Principles of Accounting	6
Business	306	Business Law	3
	310	Statistics	3
Management	314	Office Management	2
Bus. Educ.	*102, 211	Intermediate and Advanced Typewriting	4
	*103	Records Management	2
	*311	Office Machines	2
	*351	Executive Office Procedures	3
	352	Directed Office Experience	2
Economics	*201, 202	Economic Principles and Problems	6
EDP	100	Introduction to Electronic Data Processing	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Fine Arts

(Art, Music, Speech Communication and Theatre)

Art

Fairmont State College Department of Art provides a program of study for the preparation of teachers in the visual arts, leading to the B.A. degree in Education and a minor in a non-teaching degree. The art curriculum and activities are committed to provide the highest professional education for the art teacher, the creative artist and the scholar of the arts, and to play a major role in the cultural life of the college campus and the community.

The members of the Art Department faculty are professional artists as well as educators, exhibiting their work in state, regional and national exhibitions. Because of an excellent student-teacher ratio, the instructors are able to spend much time with individual instruction and counseling. As a candidate for the teaching degree, the student is not only trained in the skills of the creative artist, but is also given the background and training that will enable him/her to relate to and communicate with students.

Minor — 24 sem. hrs.

History of Art Courses
(See Courses of Instruction) 5
Studio Work Courses
(See Courses of Instruction) 19

Curricula for Teaching Fields and Specializations

Art Specialization K-12 — 57 sem. hrs.

Required Courses

Art*	140	Art Structure and Applied Design	3
Art*	141	Art Structure and Applied Design	3
Art*	142	Drawing	3
Art*	241	Drawing from Life	3
Art*	155	Theory of Art	2
Art*	261	Painting	3
Art	262	Painting	3
Art	278	Ancient and Medieval Art	3
Art	283	Modeling and Sculpture	3
Art	284	Modeling and Sculpture	3
Art	355	Problems in Teaching Art I	2
Art	356	Problems in Teaching Art II	2
Art	363	Painting in Watercolor	3
Art	377	Italian and Northern Renaissance Art	3
Art	378	19th Century and Contemporary Art	3
Art	383	Ceramics	3
Art	384	Ceramics	3
Art	470	Senior Exhibit	1
Art	431	Methods and Materials in Teaching Art	2

Electives to be selected from the following studio courses:
Painting: Art 361, 362, 364, 461, 462, 463.
Ceramics: Art 464. Sculpture: Art 465.
Graphics: Art 341. Area Studies: Art 467, 468, 469 6

Art Single Teaching Field 7-12 — 38 sem. hrs.

Required Courses

Art*	140	Art Structure and Applied Design	3
Art*	141	Art Structure and Applied Design	3
Art*	142	Drawing	3
Art	241	Drawing from Life	3
Art*	155	Theory of Art	2
Art*	261	Painting	3
Art	278	Ancient and Medieval Art	3
Art	283	Modeling and Sculpture	3
Art	356	Problems in Teaching Art II	2
Art	363	Painting in Watercolor	3
Art	377	Italian and Northern Renaissance Art	3
Art	378	19th Century and Contemporary Art	3
Art	383	Ceramics	3
Art	470	Senior Exhibit	1

Art Subject Specialization 4-8 — 30 sem. hrs.

Required Courses

Art*	140	Art Structure and Applied Design	3
Art*	141	Art Structure and Applied Design	3
Art*	142	Drawing	3
Art	155	Theory of Art	2
Art*	241	Drawing from Life	3
Art*	283	Modeling and Sculpture	3
Art	353	Elementary Art Education I	2
Art	354	Elementary Art Education II	2
Art*	363	Painting in Watercolor	3

Electives to be selected from the following courses:
Painting: Art 261, 262, 361, 362, 364. Ceramics: Art 383, 384. Sculpture: Art 285, 465. Graphics: Art 341. History of Art: Art 278, 377, 378. Area Studies: Art 467, 468, 469 6

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Graphics/Fine Arts

This is a 2 + 2 program in which successful completion of the associate degree in Commercial Design/Graphics constitutes the first two years of this bachelor's degree program. It is designed to provide training and skills beyond the associate degree level for the graphic artist, layout artist, illustrator, advertising designer, and for those positions in the printing industry that combine the skills of artist-layout-graphic arts.

Major
Course Requirements — 92 sem. hrs.*

Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	155	Theory of Art	2
	199	Special Topics in Art	3
	241	Drawing from Life	3
	261	Painting	3
	283	Modeling and Sculpture	3
	341	Graphics	3
	363	Painting in Watercolor	3
	378	19th Century and Contemporary Art History	3
	467	Area Studies	3

	468	Elective in Art	2
Tech.	99-100	Design	2
	98-100	Printing Processes	3
	98-200	Composition and Photo. Mech. Prep	3
	98-210	Image Transfer Mechanisms	3
	98-220	Estimating	3
	98-230	Layout and Design	3
	98-240	Graphic Arts Photography	3
	98-260	Practicum	6
	98-300	Continuous Tone Photography	2
	98-310	Adv. Continuous Tone Photography	3
	98-330	Adv. Layout and Design	3
	98-410	Printing Techniques	4
Bus. Ed.	101	Beginning Typewriting	
or		or	
Bus. Ed.	102	Intermediate Typewriting	2
English	109	Technical Report Writing	3
Journ.	240	Reporting	3
	320	Advertising	3
	343	Copy Editing and Make-up	3
	312	Publication Problems	3

*In addition to these 92 program hours, the student must complete the B.S. General Studies Requirements.

Music

The Music Department offers a minor in the Bachelor of Arts Degree in Music and a Comprehensive (K-12) Music Major under the Bachelor of Arts in Education Degree. The degree programs are organized to provide a thorough background for a music teaching or a professional career. Major applied areas are offered in vocal, instrumental (strings, woodwinds, brass and percussion), piano and organ.

The department provides excellent musical instruction for its students through a highly qualified professional staff of performing and teaching professors, a constantly improving and varied curriculum, and a series of sequential musical experiences and studies in all music degree programs. The department believes in exposing music students to many new and innovative educational and musical ideas as well as emphasizing the musical heritage of the past. Departmental organizations such as band, orchestra, choir, ensembles, stage band and soloists participate regularly in productions, concerts, and activities of the college and have toured in West Virginia, the United States, and Europe.

Opportunities are provided for music students to attend numerous recitals, productions and other musical events on and off campus. Several professional and fraternal organizations are sponsored by the department, including a student chapter of MENC, Sigma Alpha Iota professional sorority for women music students, and a professional fraternity for men music students.

In 1966, the music department moved into the New Fine Arts Building. It is well equipped with musical instruments and materials and its facilities include a piano classroom, theory room, music education room, listening library, instrumental and choral rehearsal rooms, 18 practice rooms, nine studios and Wallman Concert Hall.

Specific Requirements
Minor — 27 sem. hrs.

Required Courses

Theory 3
109-110 Theory, Comprehensive 8
Appreciation 3
206 Music Appreciation for Majors 3

Conducting 5
245 Fundamentals of Conducting 2
429 or
430 Instrumental or Choral Methods and
Advanced Conducting 3
Applied Music* 8
107 Piano (Min. 3) (Piano Proficiency)
141 Voice (Min. 1)
211-217 Orchestral Instrument Classes (Min. 3)
Participation** 3

*See FSC Bulletin Music Supplement for requirements for recitals, concert attendance, applied levels, piano proficiency, and freshman level assignments, etc.

**A music minor, in addition to the three hours participation credit, must be enrolled in a major performance group (band, chorus, orchestra) during each semester of college attendance.

Curriculum for Teaching Specialization in Music

Courses marked with an asterisk must be completed before a student is admitted to the Initial Performance Practicum. See FSC Bulletin Music Supplement for requirements for recitals, concert attendance, applied levels, piano proficiency, and freshman level assignments, etc.

Subject Specialization K-12 — 59 sem. hrs.

(Students elect either Choral, Instrumental, or Piano-Organ emphasis)

I. Theory, Comprehensive: — 18 sem. hrs.
Music 109, 110, 209, 210 Comprehensive Theory* 16
Music 309, Orchestration* 2

II. History and Appreciation: — 9 sem. hrs.
Music 101, Recitals and Seminar (each semester)* N/C
Music 206, Music Appreciation for Majors* 3
Music 315, 316, 317 Music History* 6

III. Conducting: — 4 sem. hrs.
Music 245, Fundamentals of Conducting* 2
Music 347, Advanced Conducting (Instrumental and Choral)* 2

IV. Participation: — 4 sem. hrs.
Music 167, 169, 172, 173 (Collegiates, Band, Orchestra, and Chorus)*****

V. Applied Music and Classes: — 18 sem. hrs.
1. Applied Major (Emphasis)
I-VII* 7
103 Organ, 107 Piano, 177-204 Instrumental, 141 Voice
2. Instrumental Classes 4
211, String Class I-II* 1
(Recommended all majors take 211-II)
213-I Brass Class* 1
215-I Woodwind Class* 1
217-I Percussion Class* 1
170 Lab Band-Orch.** N/C
3. Music 440, Senior Recital 1
(See FSC Music Supplement for applied requirements)
4. Additional Requirements 6
a. Choral Emphasis:
Instrumental Class II 1
or Music 320, Keyboard Accomp.****Piano***
105, I-II, Piano Class* 2
107, I, II, III Piano 3
b. Instrumental Emphasis:
Instrumental Class II 1

Note: Brass Majors must take 215 and 415, Woodwind majors must take 213, Percussion majors must take 213 and 413 and 215 and 415, and may be excused from 217 by passing rhythmic reading proficiency.

Piano***105, I and II, Piano 2
Class* 107, I-II, Piano 2
139 Voice Class 1

c. Piano and Organ Major:
Instrumental Class II 1
or 103 Organ or 320 Keyboard Accompanying.
Applied Minor (Instrumental or Voice) 4
139 Voice Class 1

VI. Music Education: 6 sem. hrs.
Music 328, Elementary Music Methods, Materials and Administration* 2
Music 429, Instrumental Methods, Materials and Administration* 2
Music 430, Choral Methods, Materials and Administration* 2

Note: Music 431, Methods and Materials in Teaching General Music, 7-12 (Educational Block Course).

All music majors, with an instrumental Emphasis must take Band their Freshman and Sophomore years and at least one semester of chorus recommended.

All music majors, to meet attendance requirements for graduation, must be enrolled in Music 101, Concerts, Recitals and Seminars (CRS) NC, each semester enrolled.

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

**Laboratory Band-Orchestra is held once each week for non-credit (NC). All persons taking Music 211, 213, 215, 217, 411, 413, 415, and 417 are required to participate.

***Piano is required of all music students. At the completion of the required number of hours (4), each student must pass the piano proficiency examination. If failed, the student must continue to take piano until the piano proficiency examination is passed. This requirement is necessary for a degree in music. A student who so desires may take the piano examination after completing one or more hours of piano. If successful, he/she is excused from the remaining hours which must be added to music electives in an applied area.

****Music 320, Keyboard Accompanying, may be substituted for one hour of applied piano.

*****A first field or minor in addition to the four (4) hours participation credit, must be enrolled in a major performance group (band, choir, orchestra) during each semester of college attendance. Participation enrollment should be in line with the applied major.

Speech Communication and Theatre

The Department of Speech Communication and Theatre has designed a program to provide students with a variety of choices to develop their knowledge and skills through performance and achievement. The use of oral communication skills still dominates efforts to work and live together. Modern society and business are demanding higher levels of communication skills. By building a base of performance experience through classroom exercises, public performances and regional competition, students can achieve above-average levels of oral communication skills which will increase their choices in a highly competitive job market.

The goal of all curricular and co-curricular activities of the Department of Speech Communication and Theatre is to increase student understanding and skills in a wide variety of oral communication events. Co-curricular activities offered by this department are designed to be learning experiences for students enrolled in departmental courses and for students who are not enrolled in department classes.

A number of program choices are available to students in the Department of Speech Communication and Theatre. Students may choose a degree program in:

1. A two-year Associate of Arts general studies degree with a concentration in either speech communication or theatre. This option is available for students with lit-

tle background in either speech communication or theatre who want to be prepared to pursue professional degree programs in either field.

2. Bachelor of Arts minor degree programs in either Speech Communication or Theatre.
3. Bachelor of Arts in Education, single field, grades 7-12 in Oral Communications (Speech Communication and Theatre).
4. Bachelor of Arts in Education, subject specialization, grades 4-8 in Oral Communications (Speech Communication and Theatre).
5. Associate in Applied Science Degree (two-year degree) in Radio/Television in Communication.
6. Bachelor of Arts and Bachelor of Science minor degree programs in Radio/Television Communication.

The co-curricular activities of this department are open to all students.

For detailed information see Forensics and Theatre under Student services and Organizations in this catalog, pp. 34, 35.

Speech Communication Minor—Total 25 hours

I. Core Requirements — 22 hrs. required

Speech Com. 105	Voice and Diction	3 hours
Speech Com. 171	Introduction to Broadcasting	2 hours
Speech Com. 215	Non-Verbal Communication	2 hours
Speech Com. 219	Language in Speech Communication	3 hours
Speech Com. 233	Interpersonal and Small Group Com.	3 hours
Speech Com. 241	Argumentation and Debate	3 hours
Speech Com. 337	Persuasive Communication	2 hours
Speech Com. 345/421	Oratory/Extemporaneous Speaking	1 hour
Speech Com. 459	Speech Correction	3 hours

II. Electives — Minimum 3 hrs.

Speech Com. 103	Listening Skills	1 hour
Speech Com. 249 or	Intercollegiate Debate I-IV	
439 or	Public Speaking Practicum I-VII	
449	Intercollegiate Debate I-IV	1 hour
Speech Com. 199	Special Topics	1 hour
Speech Com. 361	Speaking for Business and Professionals	3 hours
Speech Com. 369	Communication in Organizations	3 hours
Speech Com. 491	Directed Study in Speech Com.	1 hour

1. Elective Courses in Speech Communication may be selected from the Speech Communication course offerings.
2. Recommended Related Courses
 English 319, Journalism 270, Psychology 101, Psychology 240.

Theatre Minor—Total 25 hours

Required Courses — 25 hours required

Speech Com. 105	Voice and Diction	3 hours
Theatre 110 or 100	Introduction to Theatre or Theatre Appreciation	2 hours
Theatre 114	Body Training and Stage Movement	2 hours
Theatre 140	Theatrical Production	2 hours
Theatre 148*	Theatre Workshop I-IV	1 hour
Theatre 212	Theatrical Make-up	1 hour

Theatre 220	Oral Interpretation	2 hours
Theatre 230	Acting	2 hours
Theatre 238	Acting Workshop I-IV	1 hour
Theatre 244	Intro. to Theatrical Design	3 hours
Theatre 260	Theatre History	3 hours
Theatre 336	Directing	2 hours
Theatre 438	Directing Practicum	1 hour

*One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatrical Production). Previously acquired credit in Theatre 148 or 348 will not fulfill the requirement.

A. Elective Courses in Theatre

May be selected from the Theatre course offerings.

B. Recommended Related Courses

Art 255 or Music 205 (one not used to meet General Education Requirements), English 318, English 315, English 422, Music 139, Music 141, Art 142.

III. Performance

In order that a student minoring in Speech Communication or Theatre may be recommended for graduation by the Speech Communication and Theatre faculty, he must perform in one or more of the department faculty directed/sponsored public performance areas listed below. A student must reach a satisfactory level of proficiency in at least one of the performance areas. Each student's performance and level of proficiency will be periodically appraised by the faculty.

Performance Areas

1. **Theatre:** acting, technical crews, directing, public relations, house management, business management, etc., with Masquers' Town and Gown Players, Masquers, Jr., or studio theatre presentations.
2. **Oral Interpretation:** reader's theatre, intercollegiate festivals, contests, and other public performances.
3. **Public Speaking:** intercollegiate debate, public speaking contests, festivals, and other public speaking presentations.
4. **Radio/TV:** acting, producing, writing, announcing, etc., for FSC campus radio and TV public broadcasts.

Curricula for Teaching Field and Specialization in Oral Communications (Speech Communication and Theatre)

Single Teaching Field, Grades 7-12 — 32 sem. hrs.

I. Required Courses — 27 hrs.

Speech Com.	105*	Voice and Diction	3
Speech Com.	171*	Introduction to Broadcasting	2
Theatre**	140*	Theatrical Production	2
Theatre**	148*	Theatre Workshop	1
Speech Com.	221*	Classroom Communication	3
Theatre	220*	Oral Interpretation	2
Speech Com.	337*	Persuasive Communication	2
Speech Com.	241*	Argumentation and Debate	3
Speech Com.	345	Oratory	1
Theatre	230*	Acting	2
Theatre	336*	Theatrical Directing	2
Theatre	438*	Theatrical Directing Practicum	1

Speech Com.	459	Speech Correction	3
Speech Com.***	431	Methods and Materials for Teaching Speech Communication and Theatre	2

*Courses marked with an asterisk must be completed before the Initial Performance Practicum.

**The one required hour in Theatre 148 (Theatre Workshop) must be taken concurrently with theatre 140 (Play Production). Previously acquired credit in Theatre 148 or Theatre 348 will not fulfill this requirement.

***Speech Communication 431: Materials and Methods in Teaching Speech Communications and Theatre must be taken as a part of the Professional Education requirement during the Initial Performance Practicum.

II. Elective Courses

Select courses from the Speech Communication and/or Theatre courses listed under the Courses of Instruction in this catalog to total 5 credit hours.

Oral Communications, Subject Specialization 4-8 — 26-27 sem. hrs.

Speech Com.	105	Voice and Diction	3
Speech Com.	171	Introduction to Broadcasting	2
Speech Com.	221	Classroom Communication	3
Theatre	220	Oral Interpretation	2
Speech Com.	337	Persuasive Communication	2
or			
Speech Com.	233	Interpersonal and Small Group Com.	2
Theatre	230	Acting	2
Theatre	336	Play Directing	2
Theatre	438	Play Directing Prac.	1
Theatre	350	Children's Drama	3
Theatre	354	Creative Drama Practicum	1
Speech Com.	459	Speech Correction	3
Speech Com.*	431	Methods and Materials in Teaching Speech Communication and Theatre	2

*Speech Communication 431: Materials and Methods in Teaching Speech Communication and Theatre must be taken as a part of the Professional Education requirement during the Initial Performance Practicum.

III. Performance

In order that the AB in Education student with a teaching field in Oral Communications (grades 4-8) may be able to meet the competencies for state teacher accreditation and hence be recommended for the Professional Block by the Speech Communication and Theatre faculty, he/she must perform extensively in one or more of the department faculty directed/sponsored public performance areas listed below. The activities in these areas are necessary cocurricular supplements or enrichments to classroom experiences. The student's performances in the areas must be extensive enough that the student reaches a satisfactory level of proficiency in at least one of the performance areas. A periodic appraisal of the extent of the student's performance and level of proficiency will be made.

Performance Areas

1. **Theatre:** acting, technical crews, directing, public relations, house management, business management, etc., with Masquers, Masquers' Town and Gown Players, Masquers, Jr., or studio theatre productions.
2. **Oral Interpretation:** reader's theatre, intercollegiate festivals, contests, and public performances.
3. **Public Speaking:** intercollegiate debate, public speaking contests, festivals, and other public speaking presentations.
4. **Radio/TV:** acting, producing, writing, announcing, etc., for the FSC campus radio and TV public broadcasts.

Health, Physical Education, Recreation, and Safety

The Division of Health Education, Physical Education, Recreation and Safety offers a Bachelor of Science in Health Science, and also a minor for students interested in pursuing a career in this area.

Bachelor of Science—Health Science

Major — 58 sem. hrs.

Course Requirements

HTH	100	Personal Health	2
HTH	150	Introduction to Health Science	2
HTH	202	Community Health Problems (PR: Biology 101 and 102)	3
HTH	370	Contemporary Health Issues (PR: Psychology 101 and Sociology 110)	3
HTH	410	Seminar in Public Health Education	4
HTH	412	Drug Use—Abuse—Addiction	2
HTH	415	Human Sexuality	2
HTH	425	Environmental Health	2
HTH	450	Field Practicum in Public Health	4

Major—Related Requirements

PE	211	Anatomy and Physiology (PR: Biology 101, 102)	4
EMS	100	Emergency Medical Training	4
SAF	203	General Safety Education	3
CHEM	101	General Chemistry	4
CHEM	102	General Chemistry	4
PSY	210	Personal Adjustment	3
PSY	250	Community Psychology	3
SOC	200	Social Problems	3
SOC	230	Social Problems	3
EDUC	220	Areas of Exceptionality in Special Education	3

Minor—Health Science — 20 sem. hrs.

HTH	100	Personal Health	2
HTH	150	Introduction to Health Science	2
HTH	202	Community Health Problems (PR: Biology 101 and 102)	3
HTH	370	Contemporary Health Issues (PR: Psychology 101, Sociology 110)	3
HTH	410	Seminar in Public Health Education	4
HTH	412	Drug Use—Abuse—Addiction	2
HTH	415	Human Sexuality	2
HTH	425	Environmental Health	2

Physical Education

A Bachelor of Science curriculum major and minor are offered in Physical Education for students interested in pursuing careers other than teaching (physical therapy, graduate research) which require background knowledge in Physical Education. The Bachelor of Arts in Education curriculum offers a subject specialization in Physical Education, grades 7 through 12 and K-12. The Physical Education Program is designed to stimulate the development of minimal competencies in the application, analysis and synthesis of concepts related to effective performance of sport and human movement activities.

Bachelor of Science—Physical Education

Major

Course Requirements — **38 sem. hrs.**

Sport Science			**13**
PE	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
PE	212	Physiology of Exercise (PR: PE 211)	3
PE	313	Mechanical Analysis of Sport (PR: PE 211)	3
PE	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3
Sport Theory			**12**
PE	121	Intro. Seminar in Educational Sport	2
PE	222	Foundations of Educational Sport (PR: PE 121)	2
PE	231	Early Psycomotor Activities (PR: PE 121, Majors Only)	2
			Minimum 8 hours
PE	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
PE	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only)	2
PE	234	Individual and Dual Sports (PR: PE 231)	2
PE	235	Team Sports—Men's Regulations (PR: PE 231)	2
PE	236	Team Sports—Women's Regulations (PR: PE 231)	2
PE	237	Gymnastics—Men's Regulations (PR: PE 231)	2
PE	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
Related Science			**7**
CHEM	101	General Chemistry	4
PHYS	101	Introduction to Physics	3
Restricted Electives (Select Two)			**6**
PSY	230	Social Psychology	3
PSY	240	Statistics	3
SOC	301	Anthropology	3

Minor

Course Requirements — 32 sem. hrs.

Sport Science — 13

PE	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
PE	212	Physiology of Exercise (PR: PE 211)	3
PE	313	Mechanical Analysis of Sport (PR: PE 211)	3
PE	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3

Sport Theory — 4

PE	121	Introductory Seminar in Educational Sport	2
PE	222	Foundations of Educational Sport	2

Sport Laboratory — Minimum 8 hours

PE	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
PE	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only, Consent)	2
PE	234	Individual and Dual Sports (PR: PE 231)	2
PE	235	Team Sports—Men's Regulations (PR: PE 231)	2
PE	236	Team Sports—Women's Regulations (PR: PE 231)	2
PE	237	Gymnastics—Men's Regulations (PR: PE 231)	2
PE	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2

Related Science — 7

CHEM	101	General Chemistry	4
PHYS	101	Introduction to Physics	3

Curriculum for Teaching Field Subject Specializations in Physical Education

Single Teaching Field 7-12 — 37 sem. hrs.

Course Requirements

Sport Science — 13

PE*	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
PE*	212	Physiology of Exercise (PR: PE 211)	3
PE*	313	Mechanical Analysis of Sport (PR: PE 211)	3
PE*	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3

Sport Theory — 12

PE*	121	Introductory Seminar in Educational Sport	2
PE*	222	Foundations of Educational Sport (PR: PE 121)	2
PE*	223	Evaluation of Instruction in Sport (PR: PE 222)	3
PE*	324	Educational Sport (PR: PE 222, 223)	3
PE*	325	Psychomotor Analysis Lab (PR: PE 231 and 324)	2

Sport Laboratory **12**

PE*	231	Early Psychomotor Activities (Majors Only) (PR: PE 121)	2

Minimum 8 hours

PE*	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
PE*	233	Advanced Aquatics and Lifesaving (PR: PE 121, Majors Only, Consent)	2
PE*	234	Individual and Dual Sports (PR: PE 231)	2
PE*	235	Team Sports—Men's Regulations (PR: PE 231)	2
PE*	236	Team Sports—Women's Regulations (PR: PE 231)	2
PE*	237	Gymnastics—Men's Regulations (PR: PE 231)	2
PE*	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2

*Must be completed prior to the Initial Performance Practicum.

Subject Specialization K-12 — 43 sem. hrs.

Course Requirements

Sport Science **13**

PE	211	Anatomy and Physiology (PR: Biology 101-102)	4
PE	212	Physiology of Exercise (PR: PE 211)	3
PE	313	Mechanical Analysis of Sport (PR: PE 211)	3
PE	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 211)	3

Sport Theory **13**

PE	121	Introductory Seminar in Educational Sport	2
PE	222	Foundations of Educational Sport (PR: PE 121)	2
PE	223	Evaluation of Instruction in Sport (PR: PE 222)	3
PE	324	Educational Sport (PR: PE 222, 223)	3
PE	325	Psychomotor Analysis Lab (PR: PE 231, PE 324)	3

Sport Laboratory **12**

PE	231	Early Psychomotor Activities (Majors Only) (PR: PE 121)	2

Minimum 8 hours

PE	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
PE	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only, Consent)	2
PE	234	Individual and Dual Sports (PR: PE 231)	2
PE	235	Team Sports—Men's Regulations (PR: PE 231)	2
PE	236	Team Sports—Women's Regulations (PR: PE 231)	2
PE	237	Gymnastics—Men's Regulations (PR: PE 231)	2
PE	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2

Related Requirements **5**

HTH	204	Health/Safety Seminar	3
PE	431	Methods and Materials in Teaching Physical Education	2

Recreational Leadership

The curriculum of this minor provides a foundation of recreation philosophy, principles and objectives. Field experiences, which are designed to provide practical experience in a variety of recreational settings with various clientele, are included. Elective classes in sport coaching, outdoor recreation, and aquatic activities are provided.

Minor B.A. and B.S. Degrees **25 sem. hrs.**

Course Requirements

REC	141	Introduction to Recreation	3
REC	143	Outdoor Recreation	3
REC	144	Group Leadership (PR: REC 141)	3
REC	145	Program Planning and Organization (PR: REC 141)	2
REC	146	Folk and Square Dance	3
REC	301	Day Camp Administration (Summer Sessions Only)	3
PE	234	Individual and Dual Sports	2
SAF	200	Accident Analysis and Emergency Care	2
			Minimum two hours
PE	233	Basic Aquatics	2
PE	233	Advanced Aquatics—Lifesaving	2
PE	381	Water Safety Instructors	2
			Minimum two hours
PE	235	Team Sports—Men's Regulations	2
PE	236	Team Sports—Women's Regulations	2

Sport Coaching

This fifteen-hour sequence of courses in Sport Coaching is designed to meet the need in the secondary schools for qualified athletic coaches. It is NOT a B.S. major or minor program, nor is it a separate certificate teaching degree program.

Course Requirements **15 sem. hrs.**

PE	355	Scientific Foundations of Sport Coaching	4
PE	356	Administration and Coaching of Sport	3
PE	357	Medical-Legal Aspects of Sport Coaching	2
PE	358	Techniques of Sport Coaching	6



Language and Literature

(English, French, German, Journalism, Library Science, and Spanish)

English

The English program is designed to provide instruction in the English language and in literature written in English as part of the College's educational program, thereby developing increased proficiency in communication skills and encouraging judgment and appreciation of the values of literature for the individual and for society. It is also intended to provide leadership and constructive influence in promoting literacy and the appreciation of literature in elementary and secondary schools of the state, particularly through the training of English teachers and by seeking to obtain high standards in teacher education. A third aim of the English program is to cooperate with the English departments of all colleges and universities in the state in the effort to promote in the academic community, the state, and the nation an understanding of the importance of language and literature as an element in liberal education.

Advanced Standing

By reviewing high school records and performances on the ACT, the Registrar will determine eligibility for advanced standing and credit in English. To qualify, a student must have no semester grade of less than B in each of the four units of high school English and a standard score of 22 or higher on the English part of the ACT.

Major in English—Bachelor of Arts — 30 sem. hrs.

Preliminaries: In addition to the General Studies requirements in English (Eng. 104, 108, 250, 260), the major is required to complete 30 hours in English courses beyond the 200 level, according to the following plan:

Section 1. All students must take English 315, Shakespeare 3
and English 341, Survey of World Literature 3

Section 2. The student must then select one course from each of the following groups:

Group A—353, Eighteenth Century Literature; 420, Seventeenth Century Literature; 421, Chaucer* 3

Group B—311, Literature of the Romantic Period; 312, Literature of the Victorian Period; 346, The British Novel 3

Group C—319, General Semantics; 321, Study of the English Language; 421, Chaucer* 3

Group D—302, Narrative and Descriptive Writing; 413, Expository Writing 3

Group E—347, The American Novel; 350, American Prose; 360, Major American Poets 3

Group F—318, Modern Drama; 343, The Current Scene in Literature 3

*Chaucer may be counted only once, either in Group A or C.

Section 3. Six hours must be selected from among the six groups above and/or from the following list of three-hour courses 6

322 The Short Story
342 Survey of World Literature (Renaissance to Modern)

348 The Bible as Literature
351 Minority Literature
352 Southern Literature
372 The Art of the Motion Picture
376 Civilization—A Personal View
422 The British Drama
423 Literary Criticism

Section 4. The following courses can only be taken as open electives and, therefore, would not count toward the required 30 hours.

207 Children's Literature
371 Folk Literature
450 Honors Literature*
460 Independent Studies**

*In order to enter this course, a student must have the consent of the Honors Committee.

**When extreme hardship in scheduling is placed on a student, he or she may ask the chairman of the English Department (who will confer with the chairman of the departmental curriculum committee) to substitute this course for any course above.

Minor in English — 18 sem. hrs.

Preliminaries: In addition to the twelve General Studies semester hours required in English (104, 108, 250, 260), the English minor is required to complete 18 hours in English courses beyond the 200 level, according to the following plan:

Required Courses on the 300-400 level: **18 sem. hrs.**

English 315, Shakespeare 3
English 341, Survey of World Literature 3
One course selected from Groups A or B, above 3
One course selected from Groups C or D, above 3
Two courses, 300-400, selected from any area above, except Section 4 6

OR
Minor in Business and Technical Writing — 18 sem. hrs.

Preliminaries—In addition to the twelve General Studies semester hours required in English (104, 108, 250, 260), the English minor taking this option is required to complete 18 hours in English and Journalism courses according to the following plan:

English 109, Technical Report Writing 3
English 309, Advanced Technical Communication 3
English 319, General Semantics 3
English 413, Expository Writing 3
Journalism 240,* Reporting I 3
Journalism 312, Publication Problems 3

*Journalism 240 should be taken before Journalism 312.

Curricula for Teaching Field and Specializations in English and Language Arts

English, Single Teaching Field 7-12 — 37 sem. hrs.

Requirements

Journalism	240	Reporting I	3
Education*	300	Reading Process	2
Education*	304	Developmental Reading	2
English	315	Shakespeare	3

English	319	General Semantics	3
English*	321	Study of the English Language	3
English	423	Literary Criticism	3

Elective Requirements (choose any two courses from the following group)

English	311	Lit. of the Romantic Period	
English	312	Lit. of the Victorian Period	
English	353	Eighteenth Century Lit.	6
English	420	Seventeenth Century Lit.	
English	421	Chaucer	

Elective Requirements (choose one course from each of the following groups)

English	318	Modern Drama	
		or	3
English	422	The British Drama	
English	346	The British Novel	
		or	3
English	347	The American Novel	
English	302	Narr. and Descrip. Writing	
		or	3
English	413	Expository Writing	
English	343	The Current Scene in Lit.	
English	351	Minority Literature	3
English	352	Southern Literature	
English	360	Major American Poets	

Language Arts Subject Specialization 7-9 — 28 sem. hrs.

Requirements

English	207	Children's Literature	3
English	315	Shakespeare	3
English	319	General Semantics	3
English*	321	Study of the English Language	3
English	342	Survey of World Literature	3
English	343	The Current Scene in Literature	3
Education*	300	Reading Process	2
Education*	304	Developmental Reading	2

Elective Requirements (choose from each of the following groups)

English	351	Minority Literature	
		or	3
English	352	Southern Literature	
English	302	Narrative and Descr. Writing	
		or	3
English	413	Expository Writing	

Language Arts Subject Specialization 4-8 — 23 sem. hrs.

Requirements

English	207	Children's Literature	3
English	302	Narrative and Descr. Writing	3
English	319	General Semantics	3
English*	321	Study of the English Language	3
English	322	The Short Story	3
English	360	Major American Poets	3
English*	431	Methods of Teaching English	2

Elective Requirements (choose one course from the following group) 3

Library Sci.	210	Lib. Materials for Adolescents
English	341	Survey of World Lit.

English	348	The Bible as Literature
English	371	Folk Literature

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

French

Students taking French courses enroll in a program aimed at developing skills in reading, speaking, listening and writing. There is instruction in French civilization, culture, and literature, all aimed at an understanding of the French mind. Students preparing to teach French, and those preparing for fields of international relations and business have available a series of courses in conversation and composition to establish these advanced skills.

French Major

(In collaboration with the Foreign Language Department of West Virginia University)

B.A. and B.A. in Education — 30 sem. hrs.
(Single Teaching Field, Grades 7-12)

Required Courses

(Note that six hours of the starred courses are taken at West Virginia University, normally during one summer session.)

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	
		or	
	215	Outside Reading in French I	3
	202	Intermediate French II	
		or	
	216	Outside Reading in French II	3
	292*	Pro-Seminar (France in Perspective and Contemporary Literature, 3 sem. hrs. each)	6
		or	
	292**	Pro-Seminar (Conversation and Contemporary French Culture**)	6
	311	French Composition and Conversation I	3
	312	French Composition and Conversation II	3
	314	French Civilization and Culture	3
	426	Main Currents of French Literature and Culture	3

*France in Perspective and Contemporary Literature are taken as a group on the West Virginia University Campus, normally during one summer session, and are the Pro-Seminar Topics assigned by Fairmont State College.

**Conversation and Contemporary French Culture, for six credit hours, is taken in the West Virginia University French Program Overseas, in Cannes, France, during a summer session. This is optional, and may be taken instead of the summer campus program marked with one asterisk.)

Minor — 24 sem. hrs.

Required Courses — 15

101, 102, 201, 202, and one course from the 311-312 group

Electives **9**

Selected from any of the remaining French courses.

French Subject Specialization, Grades 4-8

Required Courses **20 sem. hrs.**

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I or 215 Outside Reading in French I	3
	202	Intermediate French II or 216 Outside Reading in French II	3
	311	French Composition and Conversation I or French 312 Composition and Conversation II	3
	314	French Civilization and Culture	3
	431	Methods and Materials in Teaching French	2

For any six semester hours, except 101 and 102, of the above courses, French 292 Pro-Seminar, six semester hours, in the West Virginia University French program overseas, in one semester session, may be taken.

German

In today's shrinking world it is increasingly useful—and often necessary—to speak, read, write and understand a foreign language. The German program is designed to foster these skills in the student who seeks to understand and communicate with the millions of people who speak the Germanic tongue. Elementary offerings are basic: Vocabulary, grammar, pronunciation and an introduction to German culture. Intermediate courses build on this foundation and offer opportunities for a deeper understanding of the German people through a continued study of the literature and discussion of current events.

Minor **18 sem. hrs.**

Required Courses

German	101, 102	Elementary German I, II	6
	201, 202	Intermediate German I, II	6

Electives from the following courses:

210	Masterpieces of German Literature	3
230	German Special Topics II	3
301	The German Novelle	3
302	German—Drama and Lyric Poetry	3
303	Special Topics	3

Journalism

The Journalism curriculum provides students with a varied academic program and unlimited choices for practical mass media experience. Academically, students may select from the following Journalism programs:

- **Journalism as a teaching specialization,** grades 7-12—for those who will teach high school journalism and advise school newspapers, yearbooks, magazines, etc. Offered as a single teaching field or teaching major, it requires a minimum of 24 semester hours plus an additional teaching field and departmental recommendation.

- **Journalism as a minor** compatible with any four-year major in either the bachelor of arts or the bachelor of science degrees offered at this college. The minor provides non-teaching students with two options: the 16-hour minor applicable to any baccalaureate degree or as a Pre-Journalism program for students planning to transfer to professional journalism schools; and the 18-hour Technical Writing program, applicable also to any baccalaureate degree, for those who want greater concentration in writing and more latitude in the variety of commercial and industrial writing and editing careers available to them.
- **Journalism as an Interdisciplinary Degree concentration** with at least one other field. Course selection is dependent upon individual career goals and faculty and administrative approval of students' proposals for their individual programs. (See Interdisciplinary Degree information on page 104.)
- **Journalism as part of the Board of Regents' degree** with a combination of coursework and practical experience dependent upon individual programs and administrative approval. (See Board of Regents' degree information on pages 105-6.)

All of these programs provide additional expertise in Journalism through practical experiences through staff work on the award-winning student publications—*The Columns,* the college's weekly newspaper, and *Mound,* the college yearbook, both of which consistently achieve national and state recognition for excellence—and by internships at the local newspaper, the *Times-West Virginian,* where students master usage of video display terminals while gaining reportorial skills as reporters under the supervision of professional journalists.

Students in any of these Journalism programs should consult the Journalism coordinator in 121 Library Building either before enrolling or before the end of their first semester on campus to determine the schedule and sequence of courses and to apply for work on the student publications. Staff work is open to all students.

Journalism courses are open as electives to students in any field. Specific courses are required, however, of students in Graphics/Fine Arts (Journalism 240, 312, 320, and 343); in English Education (Journalism 240); in Radio/Television Communication (Journalism 240, 270, 320, and 334); and in Commercial Design/Graphics Technology (Journalism 320). Students in any of these programs should check with the Journalism coordinator about course sequence and prerequisites, listed with course descriptions elsewhere in this catalog. Attention should be paid to the fact that completion of Journalism 240 and L240 is necessary before enrolling in Journalism 312, 330, 340, 341, and 343. Enrollees should also be able to type before registering for any of these courses.

Because prospective teachers, both elementary and secondary, need to be aware of the impact of mass communications today, they should consider taking one or more of the introductory courses, such as Reporting I, Communications and Society, The Newspaper and Society, and the History of American Journalism. Secondary teachers, (7-12), whatever their major, may choose Journalism as an additional teaching field. Those interested in advising school publications should complete the 24 hours required for teacher certification, grades 7-12. Because they deal with communications skills, English majors may find additional hours in journalism beyond the required reporting course helpful. They should consult journalism faculty about additional courses offered by the department.

Designed to meet the needs of both teaching and non-teaching students, the journalism program has five broad objectives; to develop an awareness of the tremendous impact of the mass media on society; to build a knowledge of the history of communications, its importance, laws, ethics and limitations of its freedom; to provide a knowledge of the tools and methods of the communications media; to evaluate data so as to separate facts and truth from chaff, misleading statements, and outright falsehood; and to give practical experience in writing and producing material for the media so that both journalism teaching majors and non-teaching minors are prepared for work in print or broadcast journalism.

Journalism students are urged to elect courses in language, literature, social studies, broadcasting and printing if they plan careers in mass communications. Non-teaching minors, as well as students with journalism as a teaching specialization, must take active

parts in publishing the college newspaper, *The Columns,* and the yearbook, *Mound,* in order to receive departmental recommendation. Completion of course requirements without practical application as staffers on these publications is not sufficient preparation for effective journalists.

Journalism Teaching Field,** Grades 7-12 — 24 sem. hrs.

Course Requirements

Journalism	240*	Reporting I	3
	270*	Communications in Society	2
	280*	History of American Journalism	3
	312*	Publications Problems	3
	320	Principles of Advertising	3
	334	News Photography	2
	340*	Journalism Practice	2
	343*	Copy Editing and Makeup	3

A minimum of three elective hours are required to complete these requirements:

Journalism	271	The Newspaper and Society	3
	330	Advanced Reporting	3
	341	Journalism Practice	2

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

**Students in this field must complete an additional teaching field or specialization for Grades 7-12. Journalism 240 should be followed as soon as possible by Journalism 343 so students will be ready for practical experience working on campus publications.

Pre-Journalism or Journalism Minor, B.A. and B.S. Degrees — 16 sem. hrs.

Journalism	240*	Reporting I	3
	270	Communications in Society	2
	280	History of American Journalism	3
	312	Publications Problems	3
	334	News Photography	2
	343	Copy Editing and Makeup	3

*Journalism 240 should be followed as soon as possible by Journalism 343.

Journalism Minor-Technical Writing Option — 18 sem. hrs.

English	109	Technical Report Writing	3
Journalism	240	Reporting I	3
Journalism	343	Copy Editing and Makeup	3
Journalism	312	Publications Problems	3
English	319	General Semantics	3

A minimum of three elective hours must be selected from among these courses:

English	413	Expository Writing	3
English	309	Advanced Technical Communication	3
English	330	Advanced Reporting	3

In addition, the following electives are suggested:

English	309	Advanced Technical Communication	3
English	413	Expository Writing	3
Journalism	330	Advanced Reporting	3
Journalism	340	Journalism Practice	2
Journalism	341	Journalism Practice	2
Journalism	320	Principles of Advertising	3
Journalism	334	News Photography	2
Journalism	340*	Journalism Practice	2
Journalism	343*	Copy Editing and Makeup	3

Library Science

The library science program is designed to meet the needs of students preparing to qualify for state certification as librarians in public schools, students who desire a minor that will prepare them for positions in public, academic, and special libraries, and students who are interested in preparing for graduate study in librarianship. Moreover, other students, regardless of subject interests, can profitably elect courses from Library Science offerings.

Minor — 24 sem. hrs.

Persons holding the Bachelor of Arts or Bachelor of Science degree, with a minor in library science, are prepared for employment in academic, public, or special libraries at the associate level. The library associate performs pre-professional tasks that require maturity of judgment, an appreciation of the philosophy of library service and the ability to respond to the needs of people using the library. This minor also provides the prerequisite requirements of many American Library Association accredited library schools.

Lib. Sci.	120	Introduction to Library Science	3
	200	Reference and Bibliography	3
	210	Library Materials for Adolescents	3
	302	Cataloging and Classification	3
	304	Organization and Administration	3
	400	Library Practice	3
English	207	Children's Literature	3
Education	424	Educational Technology	3

Curricula for a Teaching Field as School Librarian

School—Library Media K-12 — 24 sem. hrs.

The purpose of this program is to prepare students for certification in elementary and secondary school librarianship. This teaching field (K-12) must be selected in combination with a specialization for classroom teaching. Library Science 400 is taken as part of the Initial Performance Practicum.

	120*	Intro. to Lib. Sci.	3
Lib. Sci.	200*	Reference and Bibliography	3
	210*	Library Materials for Adolescents	3
	302*	Cataloging and Classification	3
	304*	Organization and Administration	3
	400	Library Practice	3
English	207*	Children's Literature	3
Education	424*	Educational Technology	3

*Must be completed prior to admission to I.P.P.

Spanish

Students taking Spanish courses enroll in a program aimed at developing skills in reading, speaking, understanding, and writing. Information about the cultures of Spain and Latin America forms a part of the courses offered in the program with the view that there will be increased commercial, political, and cultural contact with the Spanish-speaking people of the world.

Minor B.A. and B.S. Degrees — 18 sem. hrs.

Spanish	101	Elementary Spanish I	3
	102	Elementary Spanish II	3
	201	Intermediate Spanish I	3
	202	Intermediate Spanish II	3
	210	Spanish Civilization and Culture	3
	220	Latin American Civilization and Culture	3



Science and Mathematics

(Biology, Chemistry, Geology, Mathematics, Physical Science, and Physics)

Biology

The Department of Biology, Division of Science, program is designed to service both undergraduate non-majors and those pursuing major areas of study in Biological Science leading to either the A.B. in Education or the Bachelor of Science degrees as well as preparatory programs in pre-professional areas. The Department employs a highly specialized staff capable of instructing in specialty areas from Classical Biology to Molecular Biology. Field research and field studies are stressed highly as an integral part of the overall program. Facilities and equipment are available for independent research by students and/or staff.

The Department of Biology is located on the fourth floor of Hunt-Haught Hall which was completed in the summer of 1971. This modern facility consists of eight student laboratories, with modern equipment including closed-circuit TV, three research rooms, a photographic dark-room, animal room, and plant house.

The biology curriculum for both the Bachelor of Science and A.B. in Education has recently been revised so that students are required to complete 8 basic courses in biology designed to provide a comprehensive understanding of biology. Electives may be chosen at the student's discretion.

Advanced undergraduate students are regularly employed as paid laboratory assistants in most classes.

Bachelor of Science Degree

Major **55-57 sem. hrs.**

Required Courses **26 sem. hrs.**

Biology	219	General Zoology	4
Biology	220	Invertebrate Zoology	4
		or	
Biology	221	Vertebrate Zoology	4
Biology	230	General Botany	4
Biology	310	Cell Biology	3
Biology	370	Plant Physiology	4
Biology	380	Genetics	3
Biology*	210	Field Biology	
		or	
Biology	285	Field Zoology	
		or	
Biology	290	Field Botany	3
Biology	490	Seminar in Biology	1
Electives**			10 sem. hrs.
Required Related Courses			19-21 sem. hrs.
Chemistry	101, 102		8
	or		
Chemistry***	105, 106		10
Physics	101, 102		8
Math	112		
	or		
	higher		3

*Field Zoology 285 or Field Botany 290 may be substituted for Field Biology 210. However, they are only taught during summer terms.

**Ten hours of electives must be selected from the Biology curriculum.

***One unit of high school Chemistry is required for Chemistry 105, 106. Students lacking high school Chemistry must enroll in Chemistry 101 and 102.

Minor — 25 sem. hrs.

Biology	219	General Zoology	4
Biology	220	Invertebrate Zoology	4
		or	
Biology	221	Vertebrate Zoology	4
Biology	230	General Botany	4
Biology	310	Cell Biology	3
Biology	370	Plant Physiology	4
Biology	380	Genetics	3
Biology*	210	Field Biology	
		or	
Biology	285	Field Zoology	
		or	
Biology	290	Field Botany	3

*Field Biology 210 may be substituted with Field Zoology 285 or Field Botany 290. Biology 285 and 290 are taught during summer terms only.

Curriculum for Teaching Field in Biology

Single Teaching Field, Grades 7-12 — 46 sem. hrs.

Required in Biological Science

Biology*	219	General Zoology	4
Biology*	220	Invertebrate Zoology	4
		or	
Biology*	221	Vertebrate Zoology	4
Biology*	230	General Botany	4
Biology*	310	Cell Biology	3
Biology*	370	Plant Physiology	4
Biology*	380	Introduction to Genetics	3
Biology*	210	Field Studies in Biology	3
		or	
Biology*	285	Field Zoology	3
		or	
Biology*	290	Field Botany	3

Electives in Biological Science — 4 sem. hrs.

Required Related Courses

Chemistry*	101, 102	General Chemistry	8
Physics*	101	Introduction to Physics	4
Geology*	102	General Geology	3
Science	431	Met. and Mat. in Teaching Science (offered only second semester of each year)	2

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

**Field Biology 210 may be substituted with Field Zoology 285 or Field Botany 290. Both of these courses are taught during summer term only.

Chemistry

Three programs are available for students who wish to specialize in chemistry:

(1) The B.S. degree with a major in chemistry provides a well-balanced program of courses in the major fields of chemistry, as well as mathematics and physics. A student

completing this program will be able to compete with graduates of most colleges and universities for positions in industry, federal agencies, and graduate schools in chemistry.

(2) The A.B. degree in chemistry includes a less rigorous grounding in mathematics but provides background suitable for employment in chemical or health-related agencies or industrial laboratories. It is an ideal pre-medical curriculum or it can provide a stepping stone to graduate school in biochemistry, pharmacology, or related fields.

(3) The A.B. in Education with a teaching field in chemistry equips the graduate to teach chemistry in any secondary school or to pursue graduate studies in Science Education.

Bachelor of Science Degree

Major — **64-67 sem. hrs.**

Required Courses — **44 sem. hrs.**

Chemistry	105, 106	Chemical Principles	10
	205	Analytical Chemistry	4
	206	Instrumental Analysis	5
	305, 306	Organic Chemistry	10
	405, 406	Physical Chemistry	8
	440	Intermediate Organic Chemistry	3
	450	Intermediate Inorganic Chemistry	3
	460	Seminar	1

Related courses — **20-23 sem. hrs.**

Physics	101, 102	Introduction to Physics	8
Mathematics through Calculus III			12-15

Bachelor of Arts Degree

Major — **54 sem. hrs.**

Required Courses — **39 sem. hrs.**

Chemistry 105, 106, 205, 206, 305-306 (10 sem. hrs.)
340, 440, 450, 460

Related courses — **15 sem. hrs.**

Physics 101, 102
Mathematics 112, 115

Minor — **19-20 sem. hrs.**

Required Courses

Chemistry 105, 106 and either 205, 206 or 305, 306 (10 hrs.)

Curriculum for Teaching Field in Chemistry

Single Teaching Field, Grades 7-12 — **36 sem. hrs.**

Chemistry	105, 106*	Chemical Principles	10
Chemistry	205*	Analytical Chemistry	4
Chemistry	206*	Instrumental Analysis	5
Chemistry	305*	Organic Chemistry	4
Chemistry	340*	Physical Approach to Modern Chemistry	3
Physics	101, 102*	Introduction to Physics	8

Science	431*	Meth. and Mat. in Teaching Science (offered only second semester each year) 2
Chemistry	101, 102	
	103	may be substituted for 105, 106 in all programs.

*Courses marked with asterisk must be completed prior to admission to the Initial Performance Practicum.

Geology

Geology is offered as a fulfillment of the General Studies requirement and as an integral part of various science-oriented teaching fields.

Mathematics

Students who major in Mathematics may satisfy the requirements for at least one of four options: (1) The Bachelor of Arts in Mathematics as preparation for graduate study in Mathematics. (2) The Bachelor of Science in Mathematics as a preparation for work in computing or for graduate study in computer science. (3, 4) The Bachelor of Arts in Education (with a single teaching field or a subject specialization) as preparation for teaching Mathematics.

Math 116, 315, 316, and 361 are included in the requirements of each of the first three options and should be completed early in the programs.

It is expected that students will present a minimum of four units of high school mathematics including two units of algebra, one unit of integrated geometry (or equivalent), and a fourth unit requiring algebra and geometry as prerequisites. Students who present less than this expected preparation may be required to complete appropriate lower level courses in addition to the state requirements.

Students should consult with their adviser concerning credit for prerequisites and special examinations for course credit. (See advanced standing credit.)

Major (B.A. Degree) **30 sem. hrs.**

Required Courses **21**

	116	Calculus I 4
	315	Calculus II 4
	316	Calculus III 4
	361	Abstract Algebra 3
	391	Introduction to Analysis 3
	401	Differential Equations 3
Electives in Mathematics		9
(To be selected by student and adviser)		

Major (B.S. Degree) **30 sem. hrs.**

Required Courses **21**

	116	Calculus I 4
	315	Calculus II 4
	316	Calculus III 4
	335	Probability and Statistics 3
	361	Abstract Algebra 3
	362	Linear Algebra 3
Electives in mathematics 6		
(To be selected by student and adviser)		

Related Courses			3
EDP	103	FORTRAN Programming I	3

Minor — 21 sem. hrs.

Required 116, 315, 316 — 12

Electives to be selected with adviser's approval. Three courses from the following with at least one from each group — 9

Group I

	335	Probability and Statistics I 3
	336	Probability and Statistics II 3
	342	Numerical Analysis 3
	362	Linear Algebra 3
	401	Differential Equations 3

Group II

	200	Mathematical Logic 3
	206	Introduction to Theory of Numbers 3
	361	Abstract Algebra 3
	391	Introduction to Analysis 3
	411	Advanced Calculus 3

Curricula for Teaching Field and Specialization in Mathematics

Mathematics Subject Specialization 4-8 — 15 sem. hrs.

Math	210	3
Math	115	4
Math	372	
	or	
Math	323	3
Math	212	
	or	
Math	361	3
Math	431	2

Single Teaching Field 7-12 — 33 sem. hrs.

	115	Intermed. Math II 4
	116	Calculus I 4
	315	Calculus II 4
	316	Calculus III 4
	361	Abstract Algebra 3
	372	Modern Geometry 3
	431	Meth. and Mat. Teaching Math 2
Electives from the following courses		9
	200	Mathematical Logic 3
	201	Mathematical Logic 3
	206	Intro. to Theory of Numbers 3
	212	Sets, Relations, and Functions 3
	214	History of Math 3
	335	Probability and Statistics 3
	342	Numerical Analysis 3
	362	Linear Algebra 3
	375	Topology 3
	391	Intro. to Analysis 3
	411	Advanced Calculus 3
	413	Intro. to Complex Variables 3

Physics—Physical Science

The Department of Physics-Physical Science offers a minor field for students obtaining a Bachelor of Science or a Bachelor of Arts degree. Instruction is offered for students entering professions where a fundamental knowledge of physics is required.

An A.B. in Education degree with a specialization in secondary-school physics is offered with emphasis on promoting inquiry and further study as competency in teaching.

Minor, B.A. and B.S. Degrees — 31 hours

Required Courses

Physics 101, 102, and 310
Physics 320, 321, or 420, 421
Physics 340
Mathematics 112, 115, and 116

Curricula for Teaching Fields and Specializations in Physics and General Science

Single Teaching Field

Physics Single Teaching Field, grades 7-12 — 33 sem. hrs.

Chemistry	101*	General Chemistry	4
Chemistry	102*	General Chemistry	4
Physics	101*	Introduction to Physics	4
Physics	102*	Introduction to Physics	4
Physics	201	Demonstrations in Physics	2
Physics	310*	Electricity and Electronics	4
Electives		Minimum of 6 hours in Physics Chemistry 0-3 hrs. Physics 6-9 hrs.	6
Science	431	Methods and Materials in Teaching Science (offered only second semester of each year)	2

General Science Single Teaching Field 7-12 — 35 sem. hrs.

Biology*	101 and 102 or 103	8
Chemistry*	101-102	8
Geology*	101-102	6
Physics*	101-102	8
Physics*	202	3
Phys. Sci.	431	2

General Science, Subject Specialization 4-8 — 31 sem. hrs.

Phys. Sci.*	100	2
Phys. Sci.*	103	2
Phys. Sci.*	105	2
Biology*	101 and 102 or 103	8
Biology*	210 or 285 or 290	3
Biology*	170	4
Phys. Sci.*	201-202	6
Phys. Sci.*	412	2
Phys. Sci.	431	2

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Social Science

(Social Studies, History, Geography, Philosophy, Political Science, Criminal Justice, Psychology, and Sociology)

Social Studies

The Social Studies program (comprehensive and subject specialization) is intended primarily for students preparing to teach in the elementary or secondary schools and can be selected only by those seeking a B.A. in Education degree. It is designed to provide an interdisciplinary foundation necessary for teachers entering an integrated social studies program. Students desiring to teach a particular subject such as history, for example, should determine the preparation desirable and augment their program with appropriate elective hours.

Curricula for Teaching Field and Specializations in Social Studies

Social Studies Comprehensive 7-12 **57 sem. hrs.**

Core Courses

History	107, 108	6
History	111, 112	6
History	302	3
History	319	3
History	341	3
Sociology	110	3
Sociology	200	3
Pol. Sci.	103	3
Pol. Sci.	200	3
Geography	210	3
Geography	305, 315, 330, 340, 350, 360, 370	3
Economics	200	3
Sociology	301	3
Soc. Sci.*	499	3
Soc. Sci.	431	2

In addition, student-teachers are to choose one of the following options:

Option 1. Social Science Advanced Studies **9 sem. hrs.**

These advanced studies in the social sciences allow prospective teachers to explore, understand, and practice the state guidelines for teacher education and the corresponding competencies in greater depth than in introductory core courses. These may be chosen from:

Economics 202, 301, 302, 303
Geography 305, 315, 340, 350, 360, 370
Political Science 201, 203, 205, 303, 304, 305, 310, 404, 410, 411, 412, 413
Sociology 230, 310, 330, 340, 430, 450
Psychology 101, 102, 210, 230, 250, 300, 330, 393, 410, 491, 493, 494, 495
*Social Science 499 will be offered only in the Fall Semester and
Social Science 431 will be offered only in the Spring Semester.

History: History courses are developed to contribute to the fulfillment of state guidelines for teacher education. The only exception to this is History 410 Area Study. Since the content of this course is determined by the instructor, it is not possible to guarantee that it

would always contribute to the fulfillment of the state guidelines. History 410 is specifically excluded.

Option 2: A second teaching field outside the social sciences, grades 7-9, 7-12.

Social Studies Subject Specialization 4-8 — 41 sem. hrs.

History	107, 108	6
History	111, 112	6
History	302	3
History	319	3
History	341	3
Geography	210	3
Pol. Sci.	103	3
Sociology	110	3
Economics	200	3
Sociology	301	3
Social Studies	431	2
Soc. Sci.*	499	3

Social Studies Subject Specialization, grades 7-9 — 42 sem. hrs.

History	107, 108	6
History	111, 112	6
History	302	3
History	319	3
History	341	3
Geography	210	3
Pol. Sci.	103	3
Sociology	110	3
Economics	200	3
Sociology	301	3
Soc. Sci.*	499	3

In addition, choose one of the following:

History or		
Sociology	381	3
History	373	3
History	371	3
History	331	3
Sociology	200	3
Pol. Sci.	200	3
Pol. Sci.	305	3
Pol. Sci. and Psychology	393	3
Pol. Sci.	404	3

*Social Science 499 will be offered only in the fall semester, and Social Science 431 will be offered only in the spring semester.

Criminal Justice

(Bachelor of Science)

Hours Required — 128 hours

Required Criminal Justice Courses — 15 hours

C.J.	100	Intro. to Criminal Justice	3
C.J.	101	Police Operations	3
C.J.	206	Introduction to Corrections	3

C.J.	240	Adjudication Process	3
C.J.	320	Criminology	3

General Studies Requirements **36 hours**

The following courses in Social Studies are recommended to fulfill the general studies requirement:

History	108	United States History II	3
Pol. Sci.	103	American Government	3
Psychology	101	Intro. to Psychology I	3
Sociology	110	Introductory Sociology	3

Required Courses in Human Behavior and Social Environment **21 hours**

Geography	315	Urban Geography	3
History	343	Urban History	3
Pol. Sci.	204	Intro. to Public Administration	3
Pol. Sci.	205	State and Local Government	3
Pol. Sci.	304	American Const. Government and Law	3
Pol. Sci.	404	Civil Liberties in the U.S.	3
Psychology	210	Personal Adjustment	3
Psychology	230	Social Psychology	3
Psychology	250	Community Psychology	3
Psychology	494	Interpersonal Dynamics	3
Sociology	200	Social Problems	3
Sociology	310	Sociology of the Family	3
Sociology	340	Juvenile Delinquency	3

Required Courses in Allied Health **4 hours**

EMS	101	Techniques of Emer. Medical Services	4

Criminal Justice Concentration (Select One)
Law Enforcement—General **30 hours**

C.J.	201	Traffic Law Enforcement	3
C.J.	202	Principles of Criminal Law I	3
C.J.	204	Police Defense Tactics	2
C.J.	209	Firearms	2
C.J.	210	Firearms Lab	1
C.J.	212	Abnormal Behavior and Crisis Intervention	3
C.J.	236	Criminal Investigation	3
C.J.	246	Criminal Evidence and Procedure	3
C.J.	302	Principles of Criminal Law II	3
C.J.	310	Public and Police Administration	4
C.J.	316	Community Relations in Crim. Justice	3
C.J.	335	Analysis of Police Operations	3
C.J.	410	Research in Criminal Justice	3
C.J.	411	Field Practicum	3-6-12
C.J.	425	Evaluation of the Criminal Justice System	3
Approved Criminal Justice Electives			4

Security **30 hours**

C.J.	200	Criminalistics	3
C.J.	202	Principles of Criminal Law I	3
C.J.	204	Police Defense Tactics	3
C.J.	209	Firearms	2
C.J.	210	Firearms Lab.	1
C.J.	212	Abnormal Behavior and Crisis Intervention	3
C.J.	236	Criminal Investigation	3
C.J.	246	Criminal Evidence and Procedure	3
Fire Sci.	291	Fire Prevention and Inspection	3
C.J.	302	Principles of Criminal Law II	3
C.J.	315	Business and Industrial Security	3

C.J.	410	Research in Criminal Justice	3
C.J.	411	Field Practicum	3-6-12
C.J.	425	Evaluation of the Criminal Justice System	3
Approved Criminal Justice Electives			5

Corrections **30 hours**

C.J.	202	Principles of Criminal Law I	3
C.J.	212	Abnormal Behavior and Crisis Intervention	3
C.J.	204	Police Defense Tactics	2
C.J.	209	Firearms	2
C.J.	210	Firearms Lab	1
C.J.	236	Criminal Investigations	3
C.J.	246	Criminal Evidence and Procedure	3
C.J.	302	Principles of Criminal Law II	3
C.J.	355	Analysis of Correctional Operations	3
C.J.	401	Independent Studies	1-3
C.J.	410	Research in Criminal Justice	3
C.J.	411	Field Practicum	3-6-12
C.J.	420	Juvenile Justice Process	3
C.J.	425	Evaluation of the Criminal Justice System	3
Psy.	210	Personal Adjustment	3
Approved Criminal Justice Electives			6
Criminal Justice Elective Courses (other than required in concentration)			4

Minor **18 hours**

Minor in Political Science, Psychology or Sociology recommended.

History

Every field of thought and activity has a history, which is the pattern of its development through time. The work of the historian is to discover patterns of development and to combine them into a coherent exposition and interpretation of human existence. This is done by reasoning inductively from evidences of the past, such as written documents, verbal testimony, and significant physical remains.

The great advances of historical study are:

(1) Emphasis on developmental and evolutionary aspects of human experience.
(2) Examination of many different fields of human activity.
(3) Freedom to select from insights and methods of many other fields.

Major **36 sem. hrs.**

Required Courses

107, 108	United States History	6
111, 112	History of Civilization	6
	History Electives	24

Twelve semester hours in history are to be elected with the adviser's approval but must include at least one course from each of the three groups listed below.

Minor **24 sem. hrs.**

Required Courses

107, 108	United States History	6
111, 112	History of Civilization	6
	History Electives	12

Group I. United States History

302	West Virginia	3
312	Diplomatic History of the United States	3
315	Colonial America	3
316	The American Federal and National Period	3
317	Civil War and Reconstruction	3
318	Gilded Age to the Great Crash	3
319	Recent America	3
320	American Economic History	3
326	American Constitutional Development	3
371	Social History of the United States	3
373	Social History of the American Woman	3
380	Afro-American History and Culture	3
381	Black Man In America	3
390	The Ecology of Man	3

Group II. Topical Studies in World History

250	History of Technology	3
331	Revolutions in History	3
342	Military and Diplomatic History	3
343	Urban History	3
344	Great Leaders of the 20th Century	3
375	Philosophy of History	3

Group III. World—Regional Histories

A. *Western Europe*

305	English	3
325	Medieval Europe	3
330	Early Modern Europe	3
340	Modern Europe	3
341	Recent Europe	3
376	Civilization—A Personal View	3

B. *Eastern Europe*

453	Russia	3

C. *Africa*

355	History of Africa	3

D. *Latin America*

352	History of Latin America	3
455	ABC Powers of Latin America	3

E. *Asia*

424	History of Asia I	3
425	History of Asia II	3

F. *Area Study*

410	Area Study	3

Geography

Geography minors have the opportunity to (1) acquire an introductory background of geography, (2) analyze and explain the interrelations between man and the environment including the physical, cultural, economic, political activities, and problems, the resource base, and (3) study spatial variations in physical, social, economic and political phenomena of major world regions.

Minor B.A. and B.S. Degrees **18 sem. hrs.**

Required Courses in Geography

210	Introduction to Geography	3
305	Economic Geography	3
315	Urban Geography	3

Electives

Any other courses in geography and 101 Geology 9

Philosophy

Philosophy is neither dogma, nor advice for daily living, nor a body of comforting truisms and witty generalizations. Neither is philosophy an attempt to simplify reality, to transform it, nor to explain it away. Rather, philosophy examines the premises on which systematic thought may rest; it explores the types of thought that may be produced in such areas of concern as ethics, politics, aesthetics, metaphysis, and epistemology; and it evaluates the advantages and penalties inherent in various modes and systems of thought. Thus philosophy encourages the thinking person to think well; to develop self-conception and world-view, values, expectations, commitments and loyalties in a rational and realistic manner.

Minor B.A. and B.S. Degrees **15 sem. hrs.**

Required Courses

200	Introduction to Philosophy	3
250	Great Philosophers	3
	Philosophy Electives	9

Political Science

The political science curriculum is designed to provide an understanding of the political process in its many manifestations, including among other things: (1) the structure of the government institutions; (2) the political behavior of individuals and groups; (3) the study of public problems characteristic of modern societies; and (4) a consideration of the interrelationships of institutions at different levels of our own government as well as those of others.

The principle objectives of the Department of Political Science are: (1) to lay the basis for an understanding of governmental and administrative processes for those individuals planning public service careers in national, state, or local government; (2) to convey a facility for the substance and methods of the study of government and politics as preparation for graduate work in political science or public administration; and (3) to provide thorough pre-professional training for those students anticipating law school.

Courses offered in the department allow students to concentrate in broad fields and to develop more specialized programs reflecting their particular interests. Generally, 100-200 level courses are survey courses and 300-400 level courses are specific topic courses. While both the major and minor in political science typically consist of necessary introductory work, the departmental faculty strongly urges students to take 200, 240, and 470. Programs should be planned in consultation with an adviser, and students are encouraged to explore a variety of courses.

Major **30 sem. hrs.**

Required Courses

103	American National Government	3
200	Introduction to Political Science	3
	Electives in Political Science	24

Minor **18 sem. hrs.**

Required Courses

103	American National Government	3
200	Introduction to Political Science	3
	Electives	
	Any other Political Science Courses	12

Psychology

The psychology curricula represent the dynamic place that psychology, the science of behavior, holds in the evolution of academia and society. Through three alternative tracks for a Bachelor of Science Degree and varied course offerings, the curricula meet the demands of majors, minors, the campus community, and the community beyond the campus.

While only one Bachelor of Science Degree in psychology is conferred, there are three alternative tracks from which a major may be chosen.

The general program for majors or minors provides students a sound background of course work in basic psychology that is an excellent preparation for graduate school in psychology or allied behavioral sciences. Further, these courses fulfill a need for understanding and information sought by students and community members dealing with problems of both personal and societal adjustments. There is a minor offered with this track of the curriculum.

The technical programs offer a preprofessional degree in either Community Service or Industrial-Personal Psychology. These programs, founded upon basic psychology courses from the General Program, develop marketable skills that prepare the graduate for a career in the use of psychological techniques and principles applied to the community and industrial situations. There is no minor offered with these tracks.

Students interested in psychology as a major should consult a member of the psychology department during their freshman year for assistance in proper pacing and selection of electives.

Bachelor of Science Alternative Tracks

A. General

Major **37 sem. hrs.**

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
230*	Social Psychology	3
240	Statistics	4
300	Abnormal	3
310	Experimental	3
330	Developmental	3
350	Physiological	3
370	Theories of Learning	3
400	Psychological Assessment	3
460	Seminar	3

*For credit towards a degree or minor in Psychology, this course must be registered under Psychology 230. Credit for both Psychology and Sociology is not permitted.

B. Industrial—Personnel Major — 46 sem. hrs.

Required General Courses — 31 sem. hrs.

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
230*	Social Psychology	3
240	Statistics	4
260	Industrial and Personnel	3
310	Experimental	3
360	Human Learning	3
400	Psychological Assessment	3
460	Seminar	3

Required Technical Courses — 15 sem. hrs.

481	Methods I	3
483	Methods II	3
485	Advanced Psychometrics	3
487	Practicum I	3
489	Practicum II	3

*For credit towards a degree or minor in Psychology, this course must be registered under Psychology 230. Credit for both Psychology and Sociology is not permitted.

C. Community Service Major — 52 sem. hrs.

Required General Courses — 28 sem. hrs.

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
240	Statistics	4
250	Community Psychology	3
300	Abnormal	3
330	Developmental	3
400	Psychological Assessment	3
460	Seminar	3

Required Technical Courses — 12 sem. hrs.

491	Psychopathology of Childhood and Adolescence	3
493	Aging	3
495	Delinquency	3

Any two of the above three

497	Practicum I	3
498	Practicum II	3

Required Elective Courses — 12 sem. hrs.

Usually courses from disciplines outside of Psychology. Electives decided upon in consultation with consent of adviser.

Psychology Minor

While the psychology minor may interest many as a form of intellectual serendipity or in an inappropriate attempt at self-understanding, its greatest strength and usefulness is as a well-coordinated adjunct to the declared discipline of intense study. The psychology curriculum is varied enough that certain courses can offer valuable insights into the relationships between a given major and human behavior. To insure the selection of relevant

courses, students interested in obtaining a psychology minor should discuss their plans with a psychology faculty member before completing more than 9 hours in psychology. Although this is not an institutional requirement, it is in the interest of the student to do so.

Minor **18 sem. hrs.**

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
Any courses from the 200 level		6
Any two courses from the 300 or 400 levels		6

Social Work

The social work curriculum is designed to prepare graduates for a beginning level of professional practice and/or graduate study. It is a comprehensive major (no minor required) with a strong liberal arts background and extensive theory and practice content in social work. A field placement experience is required during the junior and senior year.

The student will develop a generic base for professional practice including intervention techniques and methods for all client systems. The student is expected to acquire and interpret values as they relate to the social work profession. Professional ethics must be developed with an ability to enhance the social functioning of individuals, families, groups and communities within the helping relationship.

Bachelor of Science—Social Work

Major **45 sem. hrs.**

Social Work	210	Introduction to Social Work	3
	211	Interpersonal Skills Seminar	2
	300	Human Behavior and the Social Environment	3
	302	Social Work Practice	3
	304	Practice Interventions I	3
	400	Social Welfare Policies and Services	3
	402	Practice Interventions II	3
	404	Practice Interventions III	3
	412	Senior Seminar	2
	485	Practicum	1-9*
	488	Practicum	1-12*
Electives in Social Work			6
Required general studies and electives for the social work major:			
Biology	101, 102		8
Political Science	103 and 204 or 205		6
Economics	200 or 201 and 202		3
History	108, 112		6
Psychology	101, 210, 300, 330		12
Sociology	110, 200, 301, 240, 230, 460		18
Sociology	450 or History 381 or English 351		3

*Student must register for at least seven (7) hours.

Sociology

General Emphasis Program

The General Emphasis Program will expand a student's ability to question and understand various forms of social interaction in social and cultural systems. Here the department will provide knowledge of the substantive areas of sociology and anthropology, the use of concepts and research techniques of sociological investigation, and background in sociological theory.

Major, General Emphasis — 30 sem. hrs.

Required Courses

110	Introductory Sociology	3
200	Social Problems	3
240	Nonparametric Statistics	3
301	Anthropology	3
460	Methods of Social Research	3
470	Sociological Theory	3

Electives in Sociology — 12

Minor, General Emphasis — 18 sem. hrs.

Required Courses — 9

110	Introductory Sociology	3
200	Social Problems	3
301	Anthropology	3

Electives in Sociology — 9



Technology/Home Economics

Engineering Technologies
B.S. Engineering Technology

Students working toward the Bachelor of Science degree in Engineering Technology will be primarily concerned with applying established scientific and engineering knowledge and method. A strong background in mathematics and science is recommended for entry into this program. The curriculum, including general education courses in business, the humanities, science and math, emphasizes the relationships of the various disciplines to technological processes in industry.

Areas of concentration include architectural technology, civil technology, electronics technology, safety technology, industrial technology, mechanical technology, mining technology, and printing technology.

Careers available for graduates of this program include working as part of an engineering team, or in middle management positions that require a unique knowledge of the technical aspects of the manufacturing process.

B.S. Engineering Technology — 130 sem. hrs.

Required Related Courses — **22 sem. hrs.**

Math			
101	Applied Technical Math I		3
102	Applied Technical Math II		3
Science			
101, 102, 104	Physical Science		6
101, 102	Physics		8
101, 102	Chemistry		8
EDP			
100	Introduction to Electronic Data Processing		3
English			
109	Technical Report Writing		3
Technology			
97-200	SAF I	Safety Supervision (mining only)	3
97-201	SAF II	Occupational Safety (all others)	3
93-250	IND VII	Personnel Problems and Labor Relations	3
90-300	TEC VI	Engineering Analysis	4
Technology Core			
90-100	TEC I	Technology and Society	2
91-100	MAT I	Materials	2
92-100	ELE I	Electronics	2
93-100	IND I	Process	2
94-100	MEC I	Mechanics	2
95-100	MIN I	Energy	2
99-100	DRF I	Design	2

Concentrations (select one) — **30 sem. hrs.**

Architectural Technology

90-200	ARC I	Graphics	3
99-210	ARC II	Design I	4
99-220	ARC III	Construction I	4
99-230	ARC IV	Architectural History	3
99-240	ARC V	Structures	3
99-250	ARC VI	Design II	3

99-300	ARC VII	Architectural Materials	3
99-310	ARC VIII	Construction II	3
99-400	ARC IX	Design III	4

Electronics Technology

92-200	ELE II	Electronic Shop Practices	3
92-210	ELE III	Circuit Analysis	2
92-220	ELE IV	Linear Electronics	3
92-230	ELE V	Digital Electronics	3
92-240	ELE VI	Industrial Electronics	3
92-250	ELE VII	AC-DC Machinery and Controls	3
92-260	ELE VIII	Communication Systems	3
92-300	ELE IX	Advance Linear Electronics	2
92-310	ELE X	Microcomputer Systems	2
92-400	ELE XI	Current Topics in Electronics	2
92-410	ELE XII	Data Acquisition and Control Systems	2
92-430	ELE XIII	Advanced Communication Systems	2

Industrial Technology

93-200	IND II	Welding	4
93-210	IND III	Machine Shop	3
93-220	IND IV	Metallurgy	2
93-230	IND V	Advanced Welding	3
93-240	IND VI	Manufacturing Processes	4
93-255	DRF VII	Tool Design	4
93-300	IND VIII	Industrial Economy	3
93-310	IND IX	Plant Layout and Production Control	2
93-400	IND X	Time and Motion, Quality Control	2
93-410	IND XI	Industrial Management	3

Mechanical Technology

94-200	MEC II	Engineering Mechanics	4
99-235	DRF V	Technical Drafting	3
94-210	MEC III	Thermodynamics	3
94-220	MEC IV	Fluid Power	3
94-230	MEC V	Heating, Air Conditioning and Ventilation	3
94-240	MEC VI	Machine Design I	4
94-300	MEC VII	Energy Conversion Systems	4
94-350	MEC VIII	Machine Design II	3
94-400	MEC IX	Materials Testing, Instrumentation and Measure	3

Mining Technology

96-200	CIV I	Surveying I	3
94-200	MEC II	Engineering Mechanics	4
95-200	MIN II	Coal and Mining Methods	2
95-210	MIN VIII	Coal Analysis and Preparation	2
92-250	ELE VII	AC-DC Machinery and Controls	3
95-220	MIN IV	Mine Mapping and Ventilation	3
95-230	MIN V	Mine Equipment and Maintenance	3
95-300	MIN VI	Mine Management and Economics	2
94-210	MEC III	Thermodynamics	3
95-310	MIN VII	Coal Mine Environment and Environmental Contr	2
95-320	MIN VIII	Mine Layout	3

Civil Technology

96-200	CIV I	Surveying I	3
96-210	CIV II	Light Construction	4
94-200	MEC II	Engineering Mechanics	4
96-220	CIV III	Heavy Construction	4

96-230	CIV IV	Construction Planning	2
96-240	CIV V	Surveying II	3
96-300	CIV VI	Highway Design	3
96-310	CIV VII	Structural Design	2
96-400	CIV VIII	Land Surveying I	3
96-410	CIV IX	Laws and Codes for Engineers	2

Printing Technology

98-100	PRT I	Printing Processes	3
98-200	PRT II	Composition and Photo Mechanical Preparation	3
98-210	PRT III	Image Transfer Mechanisms	3
98-220	PRT IV	Estimating	3
98-230	PRT V	Layout and Design	3
98-240	PRT VI	Graphic Arts Photography	3
98-250	PRT VII	Printing Practicum	2
101 or 102	BUS. ED.	Typewriting	2
98-300	PRT IX	Continuous Tone Photography	2
98-310	PRT X	Advanced Continuous Tone Photography	3
98-400	PRT XI	Printing Plant Management	3

Safety Technology

Health	101	First Aid	2
97-200	SAF I	Safety Supervision	3
97-210	SAF III	Disaster Preparedness and Emergency Systems	3
97-220	SAF IV	Environmental Hazard Control	3
Fire Science	291	Fire Prevention and Inspection	3
97-230	SAF V	Intro. to Industrial Hygiene	3
97-240	SAF VI	Safety Engineering Design	3
97-300	SAF VII	Managing and Evaluating Safety Programs	2
97-310	SAF VIII	Human Factors in Accident Prev.	3
97-400	SAF IX	Industrial Hygiene Controls	3
97-410	SAF X	Safety Leg. and Compliance Op.	2

Options/Electives (Approval of Adviser Required) — 12 sem. hrs.

Work Experience

90-400	TEC X	Work Experience Seminar	4
90-401	TEC XI	Work Experience Laboratory	8

Woods

96-100	WOD I	Wood Technology	3
96-205	WOD II	Furniture Construction and Design	2
96-215	WOD III	Wood Finishing	2
96-225	WOD IV	Cabinet Construction and Design	2
96-235	WOD V	Advanced Woods	3

Mining Safety

95-420	MIN XI	Coal Mining Safety—MESA	12

Mine Production

95-400	308 or 309	Personnel or Prin. of Management	3
95-400	MIN IX	Coal Processes and Energy	3
93-420	IND XII	Heavy Equipment and Fabrication	3
95-410	MIN X	Advanced Coal Mine and Equipment Design	3

Management

308	Personnel Management	3
309	Principles of Management	3
305	Small Business Management	3
409	Quantitative Management	3

Technology

90-250	TEC III	History of Technology	3
90-310	TEC VII	Man and Technology	3
90-393	TEC VIII	Future of Man	3
90-410	TEC XII	Guided Design Seminar	1 to 4

Drafting/Design

99-205	DRF II	Technical Illustration	3
99-225	DRF IV	Descriptive Geometry	2
99-235	DRF V	Technical Drafting	3
99-255	DRF VII	Tool Design	4

Power

94-105	PWR I	Engine Theory	4
94-205	PWR III	Carburetion and Ingition Theory	4
94-115	PWR II	Power Transfer Theory	4
or			
94-215	PWR IV	Hydraulic and Suspension Systems	4

Service Courses

90-199	TEC II	Special Topics	1-3
90-260	TEC IV	Crafts	2
90-299	TEC V	Special Topics	1-3
90-399	TEC IX	Special Topics	1-3
90-499	TEC XIII	Special Topics	1-3
96-420	CIV X	Land Surveying II	3
96-430	CIV XI	Advanced Surveying Problems	3
98-260	PRT VIII	Practicum Commercial/Graphics	6
98-410	PRT XII	Printing Techniques	4
99-215	DRF III	Architectural Drafting	4
99-245	DRF VI	Architectural Design	2

Minor B.A. and B.S. Degrees **23 sem. hrs.**

92-100	Electronics	2
93-100	Processes	2
90-100	Tech. and Society	2
91-100	Materials	2
94-100	Mechanics	2
95-100	Energy	2
99-100	Design	2
97-201	Occupational Safety	3
93-250	Personnel Problems and Labor Relations	3
99-235	Technical Drafting	3

Occupational Health

(Bachelor of Science)

The focus of the degree program is nurtured by the Occupation Safety and Health Act of 1970 as a result of the growing concern regarding the number and severity of occupationally related injuries and illnesses.

As indicated by statistics on the incidence and severity of injuries and illnesses and also by studies in the area of illness and injury prevention, it is evident that safe and healthful working environments and practices do not occur spontaneously, nor by application of "common sense." Specialized help must be available if the incidence of illness and injury is to be reduced.

The primary objective of the proposed program of study is to satisfy the manpower requirements for industrial hygienists in the manufacturing industries of West Virginia.

Total Semester Hours **128 sem. hrs.**

Required Related Courses **60 sem. hrs.**

Math			
101		Applied Technical Math I	3
102		Applied Technical Math II	3
Science			
101, 102, 103, 170		Biology	15
101, 102, 103 or 105, 106		Chemistry	10
205		Chemistry	4
305, 306		Chemistry	8
101, 102		Physics	8
Economics			
200		Economics	3
EDP			
100		Electronic Data Processing	3
English			
109		Technical Report Writing	3
Technology			
90-300	TEC VI	Engineering Analysis	4
90-400	TEC X	Work Experience Seminar	4
90-401	TEC XI	Work Experience Laboratory	8
90-499	TEC XII	Special Topics	1
93-250	IND VII	Personnel Problems and Labor Relations	3
97-201	SAF II	Occupational Safety	3
97-220	SAF IV	Environmental Hazard Control	3
97-230	SAF V	Intro. to Industrial Hygiene	3
97-320	SAF XI	Toxicology	3
97-400	SAF XII	Industrial Hygiene Controls	3
97-420	SAF XIII	Industrial Hygiene Applications and Practices	3
97-430	SAF XIV	Epidemiology and Statistics	3

Note: Chemistry 101—4 hrs., 102—4 hrs., and 103—4 hrs. may be substituted for Chemistry 105 and 106.

Curricula for Teaching Fields and Specialization in Technology Education (A.B. Industrial Arts)

The program in Industrial Arts is concerned with the principles and concepts of a technological society. Coursework includes a study of the various concepts of industry such as the application of mechanisms, the influence of automation and mass production, creation of new ideas and products, consumer literacy, efficient application of leisure time and career exploration. Areas of concentration include construction, drafting, electricity/electronics, graphic arts, metals, power and wood.

Graduates of the industrial arts education program are certified to teach in the middle, junior and senior high school. The Fairmont plan for preparing industrial arts teachers is a comprehensive course of study in which technical subjects are closely correlated with general education, the sciences, humanities and fine arts.

Students pursuing a single teaching field certification as a first field will be required to qualify in a second teaching field.

The single teaching field will qualify for a second teaching field for those having a first teaching field in another discipline.

Single Teaching Field, Grades 7-12 — 45 sem. hrs.

101	Math	Applied Technical Math I	3
90-100	TEC I	Technology and Society	2
91-100	MAT I	Materials	2
92-100	ELE I	Electronics	2
93-100	IND I	Processes	2
94-100	MEC I	Mechanics	2
95-100	MIN I	Energy	2
99-100	DRF I	Design	2
90-200	TED I	Communications I	4
90-201	TED II	Production I	4
90-202	TED III	Transportation I	4
90-301	TED IV	Communications II	4
90-302	TED V	Production II	4
90-303	TED VI	Transportation II	4
90-450	TED XIII	Multiple Activities	4

Comprehensive, Grades 7-12 — 21-27 sem. hrs.

Electronics

92-100	ELE I	Electronics	2
92-210	ELE III	Circuit Analysis	2
92-220	ELE IV	Linear Electronics	3
92-230	ELE V	Digital Electronics	3
92-250	ELE VII	AC-DC Machinery and Controls	3
			11

Graphic Arts

98-100	PRT I	Printing Processes	3
98-200	PRT II	Composition and Photo Mechanical Prep.	3
98-210	PRT III	Image Transfer Mechanisms	3
98-230	PRT V	Layout and Design	3
			12

Drafting/Design

99-100	DRF I	Design	2
99-215	DRF III	Architectural Drafting	4
99-235	DRF V	Technical Drafting	3
99-255	DRF VII	Tool Design	4
			11

Construction

96-100	WOD I	Wood Technology	3
96-210	CIV II	Light Construction	4
95-220	CIV III	Heavy Construction	4
94-200	MEC II	Engineering Mechanics	4
			15

Woods

96-100	WOD I	Wood Technology	3
96-205	WOD II	Furniture Construction and Design	2

96-215	WOD III	Wood Finishing	2
96-225	WOD IV	Cabinet Construction and Design	2
96-235	WOD V	Advanced Woods	3
			12

Metals

93-100	IND I	Processes	2
93-200	IND II	Welding	4
93-210	IND III	Machine Shop	3
93-240	IND IV	Manufacturing Processes	4
or			
93-230	IND V	Advanced Welding	3
			10-11

Power

94-105	PWR I	Engine Theory	4
94-205	PWR II	Carburetion and Ignition Theory	4
94-115	PWR III	Power Transfer Theory	4
or			
94-215	PWR IV	Hydraulic and Suspension Systems	4
			12

Subject Specialization,* Grades 4-8 **30 sem. hrs.**

90-100	TEC I	Technology and Society	2
90-200	TED I	Communications I	4
90-210	TED II	Production I	4
90-202	TED III	Transportation I	4
90-301	TED IV	Communications II	4
90-302	TED V	Production II	4
90-303	TED VI	Transportation II	4
90-450	TED XIII	Multiple Activities	4
			30

*May be added to Elementary Diversified 1-6 only.

Service Courses

90-320	TED VII	Elementary School Technology	2

Home Economics

Home Economics is defined as the study of human and material forces that affect families and individuals and the interaction between them. It is a profession having a dual role; first, developing concepts, skills and values that contribute to a rewarding and satisfying life and secondly, utilizing these skills for gainful employment. It has synthesized knowledge from its own research and from the physical, biological and social sciences and will apply this knowledge to the improvement of human life. A broad based program is needed for Home Economics at the undergraduate level including the areas of: clothing and textiles; family relations and child development; foods and nutrition; home management and family economics; and housing and home furnishings. The supporting fields should provide a strong interdisciplinary base in order that students may understand individuals and families in contemporary society.

Curriculum for B.S. in Home Economics

Careers available for graduates of this program include home economist in homemaking, in business (private and public), in extension, in government, and in community

service. It also serves as a background degree for a student who desires to do graduate work and become a specialist in child development, foods and nutrition, consumerism and management, clothing and textile, or housing and design.

Major **128 sem. hrs.**

General Studies **36**
Required Related Courses **16**
Required H.E. Courses **39**

Required Courses

101	Principles of Clothing Construction	3
103	Principles of Clothing Selection	2
201	Principles of Food Selection and Preparation	3
202	Advanced Foods	2
210	Textiles	3
251	Applied Design	2
303	Nutrition	3
310	Family Life Education	3
312	Consumer Education	3
315	Home Management	3
316	Equipment	2
318	Home Management Problems	2
320	Home Planning and Furnishing	3
330	Child Care and Development	3
331	Adolescent Development	2

Required Related Courses

Chemistry 101, 102 General Chemistry	8
Biology 101, 102 Intro. to Biology	8

Minor **26 sem. hrs.**

Same requirements as listed under Home Economics Subject Specialization for grades 7-9 (omit Home Ec. 431).

Curriculum for A.B. in Home Economics Education

Students are prepared to teach in consumer homemaking programs, adult roles and functions, occupational education, and career education in secondary, post-secondary and adult levels.

Major **128 sem. hrs.**

General Studies **40**
Professional Education **25**
Comprehensive Vocational Home Economics **42**

Clothing—Textiles

*101	Principles of Clothing Construction	3
*103	Principles of Clothing Selection	2
*210	Textiles	3

Human Development and the Family

*310	Family Life Education	3
*330	Child Development	3
331	Adolescent Development	2
332	Child Development Problem	1

Foods—Nutrition		
*201	Principles of Food Selection and Preparation	3
*202	Advanced Foods	2
*303	Nutrition	3
Home Management—Family Incomes		
*312	Consumer Education	3
*315	Home Management	3
318	Home Management Problems	2
Housing, Home Furnishing, Equipment		
*251	Applied Design	2
316	Household Equipment	2
*320	Home Planning and Furnishing	3
Education		
430	Methods in Vocational and Adult Education	2
431	Methods and Materials in Teaching Home Economics	2

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Subject Specialization 4-8 — 26 sem. hrs.

103	Principles of Clothing Selection	2
201	Principles of Food—Selection and Preparation	3
*210	Textiles	2
251	Applied Design	2
305	Nutrition in Public Schools	3
*312	Consumer Education	2
*315	Home Management	2
320	Home Planning and Furnishing	3
330	Child Development	3
331	Adolescent Development	2
431	Methods and Materials in Teaching Home Economics	2

*Courses would have a variable credit value to two hours for the specialization program.

Subject Specialization 7-9 — 28 sem. hrs.

101	Principles of Clothing Construction	2
103	Principles of Clothing Selection	2
201	Principles of Food—Selection and Preparation	3
*210	Textiles	2
251	Applied Design	2
305	Nutrition in Public Schools	3
*310	Family Life Education	2
*312	Consumer Education	2
*315	Home Management	2
320	Housing and Home Furnishing	3
330	Child Development	3
**431	Methods and Materials in Teaching Home Economics	2

*Courses would have a variable credit value of two hours for the specialization program.

**Methods and Materials 431 would not be required for a specialization in a non-teaching program (Bachelor of Science Minor).

Special Academic Programs

Interdisciplinary Degree

This program will lead to the degree Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies. It is designed to meet the needs of the student whose career and educational goals may not be satisfied by the major fields available at Fairmont State College. This degree allows more flexibility in programming and enables students to gain optimum benefit from the strengths of the institution as they apply to the chosen fields of study.

The Academic Affairs Control Committee, which is chaired by the Vice President for Academic Affairs, is responsible for the overall coordination and control of the program. Division heads and a Coordinating Committee comprised of faculty who hold the rank of assistant professor or higher and who have been approved by the division heads assist in implementing the program.

Students who are interested in this program should contact the Assistant to the Academic Vice President for further information.

Program Stipulations

Title: Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies (concentration).

Admission: Application to the program will be made between the end of the first semester and the beginning of the fifth semester of academic work. Students must have completed at least one semester of academic work as full-time students with an average of 2.0 or better.

Nature of Program:

a. It must contain a strong concentration of 48 semester hours, drawn from at least two disciplines of existing courses which form a logical selection of courses having a clear purpose and aimed at a specific learning outcome, *not* already represented among the major fields available at Fairmont State.
b. At least 24 hours must be taken after admission to the program.
c. The courses must be drawn from major bachelor programs or courses in an associate degree program which are part of the requirements for a baccalaureate degree.
d. Arranged classes are to be avoided.
e. At least one-half of the hours in the concentrated area must be at the upper division level.
f. Up to 12 hours may be earned by appropriate directed research, exhibition, performance, internship, or combination of these. This credit is subject to the existing regulations for similar experience; no experiential credit will be accepted.
g. All requirements of the B.A. or B.S. degrees will apply, including successful completion of the General Education segment, overall grade point average of 2.0, residency requirements, 128 hours required for graduation, and other stipulations to be found in the College catalog. General Studies requirements will be determined by the first concentration area.
h. Elective courses will be used to complete hours required for graduation.
i. Students who anticipate graduate school attendance should check appropriate catalogs to insure that they will qualify for admission.
j. Once a proposal has been approved, it may be amended only by approval.

Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree problem of their choice. At the time of making application, students must be enrolled at their home institutions on a full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived.

Regents Bachelor of Arts Degree Program

The Regents Bachelor of Arts Degree Program is a flexible nontraditional program designed for adults in the belief that they, in their maturity and responsibilities, are distinctly different in their needs. The program can be tailored to fit the needs of those who need a degree for career advancement, those who have an associate degree in a field in which there is no corresponding baccalaureate degree available or those who seek intellectual development and personal fulfillment. The Regents Degree has particular appeal for persons who completed some college work in past years but did not obtain a degree.

Admission

Application for admission should be made to the Coordinator, Regents B.A. Degree Program, Fairmont State College. Applicants must have graduated from high school at least four years before admission to the program. Persons with high school equivalency certificates may be admitted four years after their high school class graduated. If an applicant has previous college credit, failing grades received four years or more before admission to the Regents program are disregarded.

Requirements

To qualify for graduation, candidates must accumulate a total of 128 semester hours of credit with a quality point average of 2.00. At least 40 hours must be at the upper (300 or 400) level. There must be 36 semester hours of General Education in the four areas of (1) Communications, (2) Humanities, (3) Natural Sciences and Mathematics, and (4) Social Sciences, with a minimum of 6 hours in each area. At least 15 semester hours must be taken in the West Virginia state system of higher education. The Regents B.A. is an interdisciplinary degree with no major. The program can be tailored to meet the needs of individual students.

College-Equivalent Credit

A unique feature of the Regents Degree program is the possibility of obtaining college-equivalent credit. Credit may be awarded for learning which has taken place outside of a college if that learning is generally equivalent to that which results from a college course. The learning may have resulted from work experience, on-the-job training, personal study, the pursuit of hobbies, or from a formal vocational program offered outside of a college or university, such as a hospital nursing course or military service training courses. College-equivalent credit is not awarded for all learning or successful life experience, no matter how commendable that experience may be, but only for the acquisition of knowledge or skills equivalent to the knowledge or skills acquired in college courses. An applicant for college-equivalent credit will prepare a portfolio or folder in which is presented in writing a detailed description of the knowledge or skills believed to have been acquired outside of the college setting. Supporting documents such as job descriptions and certificates for the completion of training programs will be included. Directions for portfolio preparation are available for enrolled students. The portfolio will be reviewed by appropriate faculty members at Fairmont State College or by other experts if a field of study not offered by the college is involved. The faculty members will then recommend the hours of credit to be awarded by subject at the upper and lower levels, equating the credit when possible with existing Fairmont State course offerings. An assessment fee of $50.00 has been established by the Board of Regents for the assessment process and for the awarding of college-equivalent credit.

Pre-Professional Curricula

Dentistry	Medicine	Pharmacy	Physical Therapy
Law	Medical Technology	Journalism	

Since the majority of students doing such work will later enter the professional schools at West Virginia University, the courses have been prepared with the idea of meeting the requirements specified by university authorities for their own preprofessional students. Students expecting to enroll in other professional schools should procure a catalog from the school they expect to enter with advanced standing so that the course taken here will meet the requirements they need to meet. The preprofessional field adviser will assist students in making all necessary adjustments.

Pre-Medical and Pre-Dental Curriculum

Students planning to study medicine or dentistry should complete basic science courses as well as a broad range of general education courses with an average of B or better. A student should carefully consult the catalog of the professional school which he plans to attend. At West Virginia University, the School of Medicine requires a minimum of 90 semester hours of undergraduate work exclusive of physical education and ROTC courses for admission. Pre-medical students should work towards fulfilling the requirements for the Bachelor Degree in either biology or chemistry.

The School of Dentistry requires applicants to have completed three or more academic years of work in the liberal arts.

The following courses will meet the minimum requirements for admission to the Schools of Medicine and Dentistry at West Virginia University:

Biol. 219 and 220 or 221	8
Chem. 105, 106	10
Chem. 305, 306	8-10
Eng. 104, 108	6
Physics 101, 102	8

In addition, courses in the humanities and the social sciences are suggested in order to acquire a broadened intellectual background.

Pre-Pharmacy Curriculum

National requirements for the study of pharmacy require five years of study beyond high school. The curriculum requires the completion of two years of prepharmacy and three years of study and training in a professional school of pharmacy. Prospective pharmacy students should plan their programs in such a manner as to insure meeting requirements of the particular professional school of pharmacy to which they wish to transfer. The following two-year preparatory program is suggested:

	First Year		*Second Year*	
Course	*Hrs.*		*Hrs.*	
Biology 101, 102	4	4		
Chemistry 105, 106; 305, 306	5	5	4	4
Economics 201, 202			3	3
English 104, 108	3	3		
Math 112, 115*	3	4		
Physics 101, 102			4	4
Electives from Arts and Humanities	3	3	3	3
Electives from Social Sciences			3	3

Math 116 and 315 are strongly recommended.

Pre-Medical Technology Curriculum

Medical technology is a four-year undergraduate program. The first two years may be taken at Fairmont State College. The entrance requirements of schools of medical technology throughout the nation vary considerably. Students should consult carefully the catalog of the school which they plan to attend. Students who have completed 64 semester hours including the following courses will be eligible for admission to the third year of the medical technology program at West Virginia University.

English	104, 108	Written English	6
Biology	101, 102	Introduction to Biology	8
Chemistry	105, 106	Chemical Principles	10
Chemistry	205	Analytical Chemistry	8
Chemistry	305, 306	Organic Chemistry	8
Physics	101, 102	Introduction to Physics	8
Mathematics	112	Intermediate Mathematics I or higher	3
Physical Education			1-2

Courses such as microbiology, biochemistry, and anatomy should not be taken prior to enrollment in the professional school.

Pre-Law Curriculum

Fairmont State College offers no distinct pre-law curriculum. Students who plan to attend law school usually major in history, political science, or business administration.

Pre-Journalism

The journalism minor may also be used in most cases as a pre-journalism curriculum by students planning to transfer at the beginning of their junior year. Students enrolled in

this program should consult the college where they will complete their degree for additional course requirements and then the journalism coordinator before enrolling in courses beyond the basic reporting course, Journalism 240.

In addition to the basic General Studies courses required for any four-year degree, pre-journalism students should enroll in courses listed with information about the journalism minor. (See page 76.)

Pre-journalism students must participate actively in the publication of the student newspaper, *The Columns,* and the yearbook, *Mound,* in order to receive departmental recommendation.

Pre-Engineering Curriculum

Students planning to study engineering should complete the following course work with a B average or better:

Mathematics	116, 315	8
Chemistry	101, 102	8
English	104, 108	6
Physical Education	100	2
Physics	101, 102	8
Social Science Elective		3
Technology	90-100, 91-100, 99-100	6
		41

Students are advised to carefully consult the catalog of the engineering school which they plan to attend.

Pre-Physical Therapy

This curriculum is designed to satisfy the course requirements for admission to the professional portion of the curriculum in physical therapy offered by the West Virginia University School of Medicine. The core curriculum requirements must be satisfied, and a total of 62 hours is required for admission to the first professional year. This suggested curriculum plan allows latitude in career choice and is basically comparable with various curricula in the arts and sciences.

First Year

First Semester		Second Semester	
English 104	3	English 108	3
Psychology 101	3	Psychology 102	3
Chemistry 105**	5	Chemistry 106**	5
Phys. Ed.	1	Phys. Ed.	1
Electives*	6	Electives*	6
	18		18

Second Year

First Semester		Second Semester	
Physics 101	4	Physics 102	5
Biology 101	4	Biology 102	4
Psychology 330	3	Psychology Elective	3
Psychology 240	3	Speech Comm. 100	3
Electives*	3	Electives*	3
	17		18

*All electives should be approved by the pre-physical therapy adviser.

**Chemistry 101 and 102 must be taken if the student has not had one unit of high school chemistry.

Education

(Early, Elementary, Secondary, and Special Education)

The education of teachers at Fairmont State College is designed to utilize the cooperative functions of the academic disciplines and the Division of Education. The College believes that adequate preparation for teaching requires a rich and comprehensive experience in general education, a concentration in at least one academic specialization and certain attitudes, knowledges, skills and performances which characterize effective teaching.

The role of today's teacher, as viewed by the College, has changed from that of a "purveyor of information" to a "manager of the learning environment." This change has resulted from integrating humanism and instructional technology to create a frame of reference in which the realization of individualized and personalized learning is paramount.

The overall objective of the College's teacher education program is to produce a graduate with enough experience and expertise to function effectively in the several differentiated roles required of most teachers in today's society. The prospective teacher at the College will actively observe and participate in the varied roles within the overall "manager model" context. The major determinant of the emphasis accorded each role will be determined primarily by the academic specialization the student is pursuing.

Teaching Curricula

Fairmont State College recommends for professional licensure only those persons who have graduated and have satisfactorily completed a teacher education curriculum approved by the West Virginia Board of Education. The College offers curricula in elementary and secondary teaching leading to the degree of Bachelor of Arts in Education. Students satisfactorily completing a teaching curriculum in a given area will qualify for a Professional Certificate, grades K-12, 1-6, or 7-12. Specializations which may be added include Early Education, Mental Retardation, Behavioral Disorders, Specific Learning Disabilities, Gifted Education and varied academic subject specializations. Students may choose, after consultation with their adviser, from the following programs:

Elementary Education

Students who are qualifying for teaching in an open or self-contained classroom grades 1-6 shall complete the following:

I. **General Studies** (elementary)
II. **Professional Education**
III. **The Diversified Program***

Optional specializations which may be combined with elementary education are:

1. Early Education (preschool children, ages 3-5)
2. Mental Retardation (K-12)
3. Specific Learning Disabilities (K-12)
4. Behavioral Disorders (K-12)
5. Gifted Education (1-6)
6. School Library-Media (K-12)
7. Middle School Specializations (4-8)

Art	Language Arts
French	Mathematics
General Science	Oral Communication
Home Economics	Social Studies
Industrial Arts/Technology	

Note: Student teaching is required in an approved open or self-contained classroom grades 1-6 and in an approved classroom for each additional specialization. Some combinations may require more than eight weeks of student teaching.

*For specific program requirements and additional specializations, see the section of the catalog for the academic division which offers the program, e.g., Art 4-8, see Fine Arts Division.

Secondary Education

Students who are qualifying for teaching in grades 7 through 12 shall complete the following:

I. **General Studies** (secondary)
II. **Professional Education**
III. **Specializations**
 a. One comprehensive specialization to teach in grades 7 through 12 the related subjects which comprise the comprehensive specialization.
 or
 b. Two single subject specializations for grades 7 through 12.
 or
 c. One single subject specialization for grades 7 through 12 and one specialization for grades 7 through 9.
 or
 d. One single specialization for grades 7 through 12 and a specialization K-12 in either School Library-Media or Physical Education.

Secondary Education students select from the following specializations:

1. **7-12 Comprehensive Specializations** (requires no other specializations)

Business Education	Industrial Arts/Technology
Home Economics-Vocational	Social Studies

2. **7-12 Single Specializations** (Requires second specialization for 7-12, K-12, or 7-9)

Art	French	Mental Retardation**
Behavioral Disorders	Gifted	Oral Communication
Biology	General Science	Physical Education
Business Principles	General Shop	Physics
Chemistry	Journalism	Secretarial Studies
English	Mathematics	

3. **7-9 Specializations** (requires second specialization for 7-12, or K-12)

Home Economics	Language Arts	Social Studies

4. **K-12 Specializations** (requires second specialization for 7-9, 7-12, or K-12)

School Library-Media*	Physical Education

*The School Library-Media K-12 may be selected in combination with a specialization for classroom teaching in grades 7-12, 7-9, K-12, or Elementary Education, 1-6.

**The Mental Retardation specialization, K-12, may be used only in combination with Home Economics, 7-12; Industrial Arts, 7-12; Elementary Education, 1-6, Art K-12, P.E. K-12 or Music K-12.

Note: Secondary special methods and student teaching must be consistent with the grade levels and specialization to be named on the license.

The General Studies requirements for Elementary Education also fulfill competencies for the Diversified requirements and are included with the Diversified for the Elementary Specialization in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Grades K through 12

Each student who is qualifying for teaching of Art or Music, grades K through 12 shall complete the following:

I. **General Studies** (secondary)
II. **Professional Education,** to include methods and student teaching of the single subject specialization at both the elementary and secondary levels.
III. **Specialization**
Grades K-12
Art—one comprehensive specialization
or
Grades K-12
Music—one comprehensive specialization

Specific specialization requirements for elementary and secondary education programs are identified in the sections entitled Teaching Curricula listed under the respective academic division which offers the program.

It is the responsibility of candidates for a degree to know and meet the general requirements of the College and the specific requirements of the chosen curriculum. It is the student's responsibility also to keep informed of gradepoint standing. All of this information may be obtained from the student's adviser or Dean of Teacher Education.

Admission to Teacher Education

Any freshman may enroll in the first professional course, Education 200, Introduction to Education. It is required of all teacher education students; other students may take it as an elective.

The "Student Personal Data Form" is to be completed and filed with the Division of Education before the completion of Education 200. A student will receive a grade of Incomplete in this course until this form is filed. Students are expected, in this course, to make a tentative decision on entering the profession and submit a "*Declaration of Intent*" to the Dean of Teacher Education.

In order to be eligible for enrollment in Education 302, Human Growth and Development, a student must be in good academic standing (not on academic probation). Satisfactory completion of Education 200 and 250 are prerequisites for this course. The required Student Health Form must be on file at this time.

While enrolled in Education 302, those interested in pursuing the Teacher Education program shall make formal application by completing the form, "*Application for Admission to the Teacher Education Program.*" To be accepted, the applicant must (1) have a minimum quality point average of 2.0 overall and in each teaching specialization, (2) have completed or be enrolled in Speech 221, (3) have satisfactorily completed the required written English courses and attained a "C" or better in English 108, (4) at the time of application be passing Education 302, and (5) have a health certificate on file in the Division Office. Also as a part of the process, the applicant must be recommended by the College Health Center, his/her academic adviser, and the Vice President for Student Affairs.

Near the end of the semester in which the student is enrolled in Education 302, the Teacher Education Selection Committee evaluates each student's eligibility for Teacher Education. The student is notified in writing of the Committee's decision:

Admitted, Provisionally Admitted, or Not Admitted. Each student shall have the opportunity of appearing before the Committee if he/she disagrees with its decision.

If a student has satisfactorily completed Education 302 and has approval of the Selection Committee, he/she is eligible to enroll in Education 303, Educational Psychology. While in this course, Teacher Education students shall make application for the Initial Performance Practicum.

Initial Performance Practicum

Fairmont State College has adopted the Initial Performance Practicum for scheduling student teaching. In the Initial Practicum one semester of the senior year (approximately 14-15 hours) is reserved for the student in which he/she schedules a block of professional education subjects, including methods and student teaching. The second half of that semester is used exclusively for student teaching in which the daily assignment for student teaching will comprise all hours the cooperating school is in session. In addition to classroom assignment, student teachers will participate in the extracurricular activities of the school and community.

To schedule the I.P.P. a student must meet the requirements for student teaching as described below. The I.P.P. requires exact planning by students and advisers during the early years of the college attendance as well as in the senior year. All general studies requirements of the College as well as the minimum requirements of the teaching specialization must be completed before the I.P.P. can be scheduled.

Eligibility for the Initial Performance Practicum is determined on the basis of these criteria:

1. Completion of 96 semester hours including 10 hours with a G.P.A. of 2.0 in education foundation courses and three-fourths of the required work in each teaching specialization. All courses in the teaching specialization which are marked by an asterisk in this catalog must be completed before admission to the I.P.P.
2. Satisfactory completion of English 108, Advanced Written English, with a minimum grade of C, and Speech 221 with a minimum grade of C.
3. Division approval of the candidate's teaching specialization and the completion of professional education courses which are prerequisite to the I.P.P. courses.
4. Evidence good moral character (i.e., reputation among students, faculty and in the community).
5. Have a 2.0 quality point average or better.
6. Have a 2.2 quality point average in each teaching specialization (includes the Elementary Specialization).
7. Present a statement from the College Health Center showing that the student has been given a physical examination and is physically fit for assignment to student teaching.

Students will not be permitted to schedule courses outside the I.P.P. or extracurricular activities which will in any way interfere with the course work without the consent of the Dean of Teacher Education.

Student Teaching Experience

Student Teaching is required in all curricula and is evaluated on a basis of Pass, Incomplete, or Fail. Students must attain a C average in the course work portion of the I.P.P. in order to be eligible for the student teaching experience. Students must complete student teaching at the grade levels and in at least one of the teaching specializations in which they expect to be licensed. At the present time, student teaching experiences are provided in the public schools of Marion, Harrison, Monongalia, Preston, and Taylor counties. All such experiences are cooperatively administered by college and public school personnel. Due to the uniqueness of the off-campus student teaching experience, a student may be administratively removed, with cause.

National Teacher Examinations

Completion of the National Teacher Examinations is a requirement for graduation and licensure. A report of the NTE scores must accompany the application for license to

the West Virginia Department of Education. If the test scores are not received, the application must be held pending completion of the examinations and receipt of scores. Students should keep in mind that not to be licensed at the time of graduation may subject them to subsequent changes in program requirements if they seek licensure later.

Elementary. Students expecting to be licensed in Elementary Education and an academic specialization must take the Core Battery and the Specialty Area Examination entitled "Education in the Elementary School." Students expecting to be licensed in Elementary Education and Early Childhood Education will meet requirements by completing the Core Battery and the Specialty Area Examination entitled "Education in the Elementary School" or "Early Childhood Education."

Secondary. Students expecting to be licensed for teaching in grades 7-12 must take the Core Battery and the Specialty Area Examination consistent with the 7-12 specialization to be named on the license. If they expect to be licensed in two 7-12 specializations, they may complete the Specialty Area Examination in either 7-12 specialization.

K-12. A student expecting to be licensed for teaching in grades K-12 must take the Core Battery and the Specialty Area Examination consistent with the K-12 specialization to be named on the license. The Music NTE is given only once a year.

Summary of Degree Requirements

To meet the requirements for the Bachelor of Arts in Education degree, the candidate must (1) earn a minimum of 128 hours credit in approved subjects with a quality point average of 2.0 or better, for all courses attempted and for all professional courses; (2) attain a 2.2 average in each teaching specialization, including the Elementary Specialization, and (3) meet the general and specific requirements set up for the curriculum and teaching specialization(s) he/she elects.

College Recommendation Prerequisite to Certification

College recommendation shall take into consideration Chapter 18A, Section 3, Article 1, of the West Virginia School Law which reads "A certificate to teach shall not be granted to any person who is not a citizen of the United States and is not of good moral character and physically and mentally qualified to perform the duties of a teacher, and shall not have attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued; . . ."

The issuance of an original certificate shall require:

1. The recommendation of the Dean of Teacher Education in consultation with the supervisor of student teaching and chairman of the department offering the specialization. This recommendation is expected to reflect, in addition to academic criteria, satisfactory performance on the part of the applicant in a typical classroom situation.
2. An official statement by the Dean of Teacher Education that the approved program has been completed in full.

Bachelor of Arts in Education Degree

The General Studies requirement differs for elementary and secondary education programs, however, each consists of forty credit hours as a minimum distributed over humanities, mathematics, natural sciences and physical education and health. The General Studies requirements for elementary education also fulfill competencies for the Diversified requirements and are included with the Diversified for the Elementary Specialization in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Elementary Education

General Studies — 40 hours

Humanities — 17 hours

English 104 — Written English 3
English 108 — Advanced Written English 3
English 250 — Survey of English Literature 3
English 260 — Survey of American Literature 3
Speech Communication 221 — Classroom Communication 3
Art 255 — History and Appreciation of Art
or
Music 205 — Music Appreciation or Music 207 — Beginning Recorder 2

Social Sciences — 12 hours

Geography 210 — Introduction to Geography 3
History 107 — United States History I 3
History 108 — United States History II 3
History 111 — History of Civilization I
or
History 112 — History of Civilization II 3

Science and Mathematics — 9 hours

Math 110 — Mathematics for Elementary Teachers 3
Physical Science 201 — General Physical Science 3
Physical Science 202 — General Physical Science 3

Physical Education — 2 hours

Physical Education — Early Psychomotor Development 2

Diversified Program for Self-contained or Open Classroom — 48 hours

Art*	353	Elem. Art Education I	2
Art*	354	Elem. Art Education II	2
Biology*	101	Introduction to Biology	4
Biology*	102	Introduction to Biology	4
or			
Biology*	103	Introduction to Envir. Biology	4
Health*	100	Personal Health	2
Health*	400	Health Education for the Elem. School	2
Safety*	200	Accident Analysis and Emer. Care	2
English*	207	Children's Literature	3
Math*	210	Math. for Elem. Teachers II	3
Math*	323	Math. for Elem. Teachers III	3
Music*	231	Elementary Music I	3
Music*	232	Elementary Music II	3
Pol. Sci.	200	Intro. to Political Science	3
Economics	200	Economics	3
Sociology	110	Introductory Sociology	3
Education*	300	The Reading Process	2
Education*	304	Developmental Reading	2
Phys. Sci.*	412	Science in the Elem. School	2

*These courses in the Diversified Program must be completed prior to the Initial Performance Practicum.

Professional Education—Elementary

24 hours

Education	200	Intro. to Education	2
Education	250	Foun. of American Education	2
Education	302	Human Growth and Child Development	3
Education	303	Educational Psychology	3
Education	402	Mathematics in the Elem. School	2
Education	403	Language Arts in the Elem. School	2
Education	404	Social Studies in the Elem. School	2
Education	405	Corrective Reading	2
Education	420	Student Teaching Exp. (Elem.)	6

Students who are qualifying for a Professional Certificate, Grades 1-6, may wish to add the Early Education, Special Education Specialization K-12, Library-Media K-12, or Subject Specialization Grades 4-8 (Middle School) to their license.

Elementary Education Program Options

A. Early Education Specialization — 16 hours

Home Ec.	110	Nutrition	2
P. Ed.	326	Early Psychomotor Development	2
Home Ec.	328	Cognitive/Affective Dev. Child	3
Speech	459	Speech Correction	3
Tech.	320	Elem. School Tech.	2
Education	309	Early Education Curriculum	3
Education	310	Organization/Admin. Early Ed.	3
Education	420	Student Teaching Early Education	3**

B. Special Education Specializations

1. Required Common Core Coursework for All Programs

Ed. 220	Areas of Exceptionality in Special Education	3
Ed. 221	Education of Exceptional Children	3
		6 hrs.

2. Specialized Coursework

a. Behavioral Disorders K-12

Ed. 311	Behavioral Disorders	3	
Ed. 321	Diag., Presc, and Assess. Tech.	3	
Ed. 325	Curr. Development in BD	3	
Ed. 443	Practicum—BD	3	
Ed. 473	Student Teaching—BD	3	
		15	21 hours

b. Mental Retardation K-12

Ed. 320	Intro. to M.R.	3	
Ed. 321	Diag., Presc. and Assess. Tech.	3	
Ed. 322	Curriculum Development in MR	3	
Ed. 440	Practicum—MR	3	
Ed. 470	Student Teaching—MR	3	
		15	21 hours

c. Specific Learning Disabilities K-12

Ed. 317	Specific Learning Disabilities	3
Ed. 321	Diag., Presc. and Assess. Tech.	3
Ed. 324	Curriculum Dev. for SLD	3

Ed. 441	Practicum—SLD	3	
Ed. 471	Student Teaching—SLD	3	
		15	21 hours

d. Gifted Education 1-6

Ed. 314	The Gifted and Talented	3	
Ed. 321	Diag., Presc. and Assess. Tech.	3	
Ed. 323	Curr. Development for Gifted	3	
Ed. 442	Practicum—Gifted	3	
Ed. 472	Student Teaching—Gifted	3	
		15	21 hours

C. Subject Specializations Grades 4-8***

(May be added to 1-6 Elementary only.) (See course requirements for each specialization in catalog section for that division.)

Art	Language Arts	Science
Home Economics	Mathematics	Social Studies
Industrial Arts	Oral Communications	French

Included in Elementary Program

**Replaces 3 semester hours of Education 420 in Elementary Program.

***Requires Special Methods 431 in the Gr 4-8 specialization. This course must be taken prior to the semester one enrolls in Initial Performance Practicum.

Secondary and K-12 Education

General Studies — 40 hours

Humanities — **Minimum 17 hrs., Maximum 21 hrs.**

English*	104	Written English	3
English	108	Advanced Written English	3
English	250	Survey of English Literature	3
English	260	Survey of American Literature	3
Speech	221	Classroom Communication	3
Art	255	History and Appr. of Art	2
or			
Art	155	Theory of Art (for Art majors)	2
Music	205	Music Appreciation	2
or			
Music	207	Beginning Recorder	2
Music**	206	Music Appr. (for Music majors)	3

Approved Electives in Humanities:
Art 155*** or 255 or Music 205
or Music 207 (not used above) 2

*Prior to enrolling in English 104, Foundations 101 Basic Communications, is strongly recommended for those who do not meet certain minimum standards.

**Music 206 is for Music majors only.

***Art 155 is for Art majors only.

Social Sciences — **Minimum 12 hrs., Maximum 15 hrs.**

Econ.	200	Economics	3
Geography	210	Intro. to Geography	3
History	107	U.S. History I	3
History	108	U.S. History II	3
History	111	History of Civilization I	3
History	112	History of Civilization II	3
Pol. Sci.	103	American Government	3

Psych.	101	Intro. to Psychology	3
Sociology	110	Introductory Sociology	3

Science and Mathematics **Min. 9 hrs., Max. 12 hrs.**

Math*	205	Fund. Concepts of Math (required)	3
and			
Phys. Sci.			6
	100	Scientific Methodology (required)	2
and select two of the following:			
	101	Astronomy	2
	102	Chemistry	2
	103	Geology	2
	104	Physics	2
	105	History of Physical Science	2
or			
Biology	101	Intro. to Biology	4
Biology	102	Intro. to Biology	4
or			
Biology	103	Intro. to Envir. Biology	4
or			
Chemistry	101	General Chemistry	4
Chemistry	102	General Chemistry	4
or			
Chemistry	105	Chemical Principles	5
Chemistry	106	Chemical Principles	5
or			
Geology	101	General Geology	3
Geology	102	General Geology	3
or			
Physics	101	Intro. to Physics	4
Physics	102	Intro. to Physics	4

*Not required for math majors. Math 115 fulfills this requirement.

Physical Education **Minimum 2 hrs.**

P. Ed.	100	Basic Physical Education	1
P. Ed.	101	Basic Physio Conditioning-Health	1

Professional Education-Secondary and K-12 — 24 hrs.

Education	200	Intro. to Education	2
Education	250	Found. of American Education	2
Education	302	Human Growth and Child Development	3
Education	303	Educational Psychology	3
Education	430	Reading Instruction in the Secondary Content Area	2
Education	432	Evaluation Techniques in the Secondary School	2
Education	433	Instruction in the Second. School	3
Sp. Meth.*	431	Special Methods (in subject specialization)	2
Education	450	St. Teaching Exp. (secondary)	6
Education	421	St. Teaching Exp. (K-12) (elem.)	3
Education	422	St. Teaching Exp. (K-12) (elem.)	3

*Students electing a comprehensive field must include 431, Methods and Materials in the comprehensive area. If electing to complete two single subject specializations, Methods and Materials may be chosen in either specialization. However, the student teaching assignment must be consistent with the selected Methods and Materials. Should one elect to complete a single subject specialization in grades 7 through 9, one is required to complete Methods and Materials for grades 7 through 12.

Secondary Education Program Options

A. Grades 7-12, Single Specializations (two specializations required)

	Division
Art	Fine Arts
Behavioral Disorders*	Education
Biology	Science and Mathematics
Business Education, Secretarial	Commerce
Business Education, Business Principles	Commerce
Chemistry	Science and Mathematics
English	Language and Literature
French	Language and Literature
Gifted Education*	Education
General Science	Science and Mathematics
Industrial Arts/Technology	Technology
Journalism	Language and Literature
Mathematics	Science and Mathematics
Mental Retardation**	Education
Oral Communications	Fine Arts
Physical Education	HPERS
Physics	Science and Mathematics

*See specific program requirements as illustrated under Elementary Education Program Options.

**May be added to Home Economics, I.A. Technology grades 7-12 or Art, Music, Physical Education grades K-12 only.

B. Grades 7-12, Comprehensive Specializations (no additional specialization required)

Business Education	Commerce
Home Economics-Vocational	Technology
Industrial Arts/Technology	Technology
Social Studies	Social Science

C. Grades 7-9 Specializations (must be combined with single or comprehensive specialization)

Home Economics	Technology
Language Arts	Language and Literature
Social Studies	Social Science

D. Grades K-12 Specializations

Art—No second specialization required	Fine Arts
Music—No second specialization required	Fine Arts
Physical Education—Must add 7-9, 7-12, or K-12 field.	
School Library-Media—May be added to 7-12 or 1-6	Language and Literature

Community College Component

The Community College Concept

A statewide regional community college system was established in 1972 by the West Virginia Board of Regents in its master plan for the state's higher education in the 1970s. This plan specifically directed Fairmont State College to establish a distinct component "to provide community college education opportunities both on campus and throughout the region."

By the fall of 1974, Fairmont State was on the threshold of this exciting new venture with the creation of Fairmont Community College as a unit of the parent institution. This new sense of direction broadened the commitment of the institution by developing the community college unit to complement the original mission of the College. Having a community college on the campus of an established four-year institution has proved to be mutually reinforcing and supportive.

Seen in historical perspective, the community college concept is an extension and the logical conclusion of the College's traditional goals, which include broadening the base of participation in a democracy of intellect and giving everyone access to postsecondary education. This concept makes it possible for students to fulfill their potential, achieve their aspirations, and advance their education to the limits of their ability.

As a comprehensive community college it provides: academic, vocational/occupational, and general education programs of two years duration; one-year certificates, continuing education courses; and community service programs. The result has been a sharp increase in the number of students who have returned to formal education for reasons of job obsolescence, seeking opportunity to start new careers, or wishing to achieve upward social mobility along a career ladder. The community college takes pride in the diversity of its programs and its commitment to making learning a lifelong process for all age groups on a full-time and part-time student basis.

The college parallel program is composed of the first two years of a traditional liberal arts baccalaureate college education. Associate degree credit may be applied without loss of credit to a four-year baccalaureate degree program. Community college courses are full-fledged college level credit and therefore transferable to baccalaureate level programs. The quality of instruction is identical for two-year and four-year degrees.

Students enrolled in Fairmont State's Community College unit maintain all rights, privileges, responsibilities, and the same use of campus facilities and social and academic resources as those enrolled in four-year degree programs.

Clarksburg Center

Fairmont State College component, Fairmont Community College, added a further commitment to its pledge of providing progress and traditional service to the community, region and state by establishing the Clarksburg Center July 1, 1975. Recently relocated to provide more modern facilities, the Clarksburg Center is located in Colonial Village, 104 East Main Street.

Providing Fairmont State College the opportunity to offer quality education to the Harrison County community, the Clarksburg Center offers academic work leading to a variety of two-year degrees, the Regents B.A. degree and the first two years toward numerous four-year degree programs. Diversified community service classes in the cultural, vocational, avocational and general interest areas are also available through the Clarksburg Center.

The Center's staff provides and coordinates services for Clarksburg students equivalent to those services available to main campus students. Assistance from either resident staff or from main campus specialists who visit the Clarksburg Center periodically, is available in career counseling, financial aid, veterans' benefits, class scheduling, academic counseling and scholarship services.

Library service for Clarksburg students and faculty became a reality in September, 1977. Adjoining the Clarksburg Center's offices and classrooms, the library is staffed by an assistant librarian and is available to students and faculty during the day and evening hours. The library's basic collections of reference and research materials, in addition to its access of the main campus library collection and inter-library loans, allows the facility to accommodate the needs of most Clarksburg students.

In addition to welcoming the traditional or high school equivalent student, the Clarksburg Center encourages outstanding high school students to enroll in college level courses. As part-time students, they may register for classes at the center, or for those offered by the center at nearby public and private high schools. The center allows students in the Harrison County community to economize on quality education by providing the region with outstanding community college education opportunities.

Open Admissions Philosophy

Fairmont State's Community College operates an "open door" admission policy. Admission is open to all high school graduates as well as to those with equivalent credentials (GED). Even without a high school diploma, individuals may enroll in many of the Community College's continuing education courses, as a special student. This "open door," however, does not guarantee an education to everyone, but it does make it possible for everyone to enter the College and for everyone to have the opportunity to pursue programs in higher education to the limit of his or her ability and particular potential.

The Community College is more concerned with letting students in, than in keeping them out; it is inclusive rather than exclusive in its admission policy.

Eligibility to enroll in the Community College does not necessarily imply eligibility to enter all its degree programs, several of which may be competitive and limited in the number of students admitted.

Since Nursing and the Allied Health fields are selective programs, with limited enrollment, applicants should complete the ACT early and have the high school transcripts forwarded early in the Fall. To insure consideration, applications, test scores and transcripts must be received by December. Students applying for scholarships should have the transcripts forwarded at the conclusion of the first semester of the senior year.

A minimum 2.0 (C) grade average for all courses attempted and for all courses in the area of specialization is required for graduation with an associate degree or a one year certificate. Students also must have completed at least 15 credit hours at Fairmont State College of the total hours required in an associate degree or 8 credit hours of the total at Fairmont State College required in a certificate program.

Admission Policy—Allied Health Programs

Applications for admission to programs in allied health are accepted through December for the following school year. The application, high school transcript or GED scores, ACT scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and are submitted to the appropriate selection committee for consideration. All complete applications to the EMS, MLT, MRT, and VAT programs which are received before January 31 will be con-

sidered. Any application received after that date will be considered only on a space-available basis. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Normally a high school senior should have a score of 22 on the ACT and a 3.3 grade-point average to be accepted into the program. (Strong math and science background is highly recommended.) However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work. Students with a college grade-point average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with GED must still show adequate academic background and ACT scores.

Transportation

As most of these programs required considerable student attendance at off-campus locations, it will be the student's responsibility to provide transportation to all clinical affiliates. The utilization of car pools, when appropriate, is encouraged to help meet the expense of those providing transportation.

Liability Insurance

All Allied Health students are required to have liability insurance. Group policies are handled the first weeks of class each year and the money is paid to the designated college secretary, who forwards it to the insurance company. All admitted students will be notified of the appropriate time to take advantage of the blanket coverage which is offered annually.

Degrees

Associate Degrees

Fairmont State College offers three kinds of two-year associate degrees as part of its Community College:

Associate in Arts (A.A.)

The first two years of the four-year liberal arts general studies requirements designed for those who plan to continue in or transfer to a four-year college or university degree program.

Associate in Science (A.S.)

Intended as either a terminal degree or the first two years of the four-year baccalaureate degree.

Associate in Applied Science (A.A.S.)

Considered a technological program leading directly to employment; also may be applied to either a baccalaureate degree or a transfer program.

Certificate Programs

Certificate programs, which generally take one year or two semesters of full-time course work to complete, are designed for students seeking to learn basic skills or to

increase their proficiencies in a specific occupational area. In a certificate program, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of certificate programs may use their credentials to seek immediate employment or they may continue their studies in a degree program.

Degree Programs

Associate Degrees and Certificate Programs

	Degree Offered	Minimum Semester Hours Required
General Studies	A.A.	64
Allied Health Technology		
Emergency Medical Service (one-year certificate in applied science)		34
Medical Laboratory Technology	A.A.S.	71
Medical Record Technology	A.A.S.	66
Nursing	A.S.	74
Veterinary Assistant Technology	A.A.S.	77
Business Technology		
Accounting	A.S.	64
Business	A.A.S.	
General		64
Insurance		63
Real Estate		63
Clerical	A.S.	64
Clerical (one-year certificate in applied science)		32
Commercial Design/Graphics	A.A.S.	64
Electronic Data Processing	A.S.	64
Food Service Management	A.A.S.	64
Interior Decoration	A.A.S.	60
Music Merchandising	A.A.S.	69
Radio-TV Communication	A.A.S.	64
Retail Management	A.A.S.	64
Secretarial (Executive, General, Legal, Medical)	A.S.	64
Secretarial (one-year certificate in applied science)		32
Engineering Technology (Concentrations)		
Architecture	A.A.S.	67
Electronics	A.S.	67
Industrial	A.S.	67
Mechanical	A.S.	67
Mining	A.S.	67
Civil	A.S.	67
Safety	A.A.S.	67
Power	A.S.	67
Printing	A.S.	67
Drafting/Design	A.S.	67
Public Service Technology		
Child Care	A.A.S.	65
Criminal Justice	A.A.S.	67
Fire Protection and Safety	A.A.S.	67
Legal Assistant	A.A.S.	65
Psychological Service	A.A.S.	64
Social Service Technology	A.A.S.	64

Associate Degrees as Minors for Baccalaureate Programs

Any successfully completed associate or two-year degree offered within the Community College, except General Studies and the field of the B.A.—B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (non-teaching baccalaureate) degree awarded by Fairmont State College.

Minors Derived From Associate Degree Programs

Several minors that may be used to fulfill the requirements for a minor in B.A. or B.S. (non-teaching baccalaureate) degrees awarded by Fairmont State College have been established from associate degree programs. Each of these minors is located immediately following the associate degree program from which it is derived.

Allied Health programs must be completed in their entirety in order to qualify as minors.

Accounting

(Associate in Science)

The two-year Accounting Associate in Science degree qualifies graduates for work in the accounting field, providing students with the basic tools to carry on day-to-day operations in the accounting departments of individual and corporate business, industries and government agencies.

Current Department of Labor statistics show increased need for accountants despite the fact that many low-level accounting positions may be phased out by computers and other business machines. Data from these machines will require analysis by individuals trained in accounting terminology and procedures. The need for qualified personnel in the tax field and financial reporting will be extensive.

Places of employment:
- Business Organizations
- Industrial Corporations
- Government Agencies
- Independent Accounting Firms

Types of jobs:
- Industrial accountants—general, cost, etc.
- Public Accounting Firms—staff positions
- Government Agencies—financial clerks
- Bookkeepers in small businesses
- Insurance claims adjusters

Two-Year Accounting — 64 sem. hrs.

Required Courses

Business	141	Business Mathematics	3
Accounting	201, 202	Principles of Accounting	6
	203	Accounting Practicum	2
	301, 302	Intermediate Accounting	6
Business	306	Business Law	3
Accounting	406, 407	Federal Income Tax Accounting	6
Economics	201, 202	Economic Principles and Problems	6
EDP	100	Intro. to Electronic Data Processing	3
English	104, 108	Written English	6
Psychology	101	Intro. to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
		or	
	107	Speech Improvement	3

Recommended:

Accounting	404	Cost Accounting	3
Electives			14

Business

(Associate in Applied Science)

This program is designed to offer students Four Options to concentrate their studies: (1) Banking, (2) General Business, (3) Insurance, and (4) Real Estate. The objective of the program is twofold: (A) to provide individuals with the opportunity to develop job-related skills while concurrently increasing their awareness of their roles and responsibilities toward society and their profession, and (B) to meet the educational needs of the community by helping meet the requirements for trained manpower in the service region of the College. Specifically, the program is presently designed to allow students to select one of three associate degree options that would provide them with the necessary skills to function professionally in one of the three areas.

Banking Option

Hours Required — **66 sem. hours**

Required Courses — **51 hours**

Business	102	Intro. to Business	3
Business	141	Business Math	3
Accounting	201	Principles of Accounting	3
Accounting	202	Principles of Accounting	3
Business	306	Business Law	3
Business	307	Business Law	3
Management	308	Personnel Management	3
Marketing	320	Advertising	3
Business	401	Business Finance	3
EDP	100	Intro. to Electronic Data Processing	3
Econ.	201	Econ. Principles and Problems	3
Econ.	202	Econ. Principles and Problems	3
Econ.	303	Money, Credit and Banking	3
English	104	Written English	3
English	109	Technical Report Writing	3
Psy.	101	Intro. to Psychology I	3
Speech	100	Intro. to Speech Communication	3

Additional 15 hours to be selected from the following:

Business	380	Principles of Bank Operations	3
Business	382	Credit Administration	3
Business	383	Bank Investments	3
Business	384	Bank Management	3
Business	385	Analyzing Financial Statements	3
Business	386	Real Estate Finance	3
Business	387	Bank Simulation	3

Minor B.A. and B.S. Degree — **18 sem. hours**

(Note: Duplicate credit will not be granted to fulfill the requirement for a major in Commerce.)

Twelve hours to be selected from the following:

Business	380	Principles of Bank Operations	3
Business	382	Credit Administration	3
Business	383	Bank Investments	3
Business	384	Bank Management	3
Business	385	Analyzing Financial Statements	3
Business	386	Real Estate Finance	3
Business	387	Bank Simulation	3

Six hours to be selected from the following:

Business	102	Intro. to Business	3
Business	141	Business Math	3
Accounting	201	Principles of Accounting	3
Accounting	202	Principles of Accounting	3
Business	306	Business Law	3
Business	307	Business Law	3
Management	308	Personnel Management	3
Marketing	320	Advertising	3
Business	401	Business Finance	3
EDP	100	Intro. to Electronic Data Processing	3
Econ.	201	Econ. Principles and Problems	3
Econ.	202	Econ. Principles and Problems	3
Econ.	303	Money, Credit and Banking	3

General Business Option

Required Courses **64 sem. hrs.**

Business	102	Intro. to Business	3
	141	Business Math	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	304	Marketing	3
Management	305	Small Business Management	3
Business	306	Business Law	3
	307	Business Law	3
Management	308	Personnel Management	3
	309	Principles of Management	3
	314	Office Management	2
Business	401	Business Finance	3
	410	Investments	3
		Business Electives	6
Bus. Ed.	251	Business Communications	2
Economics	201	Econ. Principles and Problems	3
	202	Econ. Principles and Problems	3
English	104	Written English	3
	109	Tech. Report Writing	3
Psych.	101	Introduction to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3

Insurance Option

Required Courses **63 sem. hrs.**

Business	102	Introduction to Business	3
Business	141	Business Math	3
Accounting	201, 202	Principles of Accounting	6
Business	306, 307	Business Law	6
Management	308	Personnel Management	3
Management	314	Office Management	2

Marketing	320	Advertising	3
Business	370	Risk Management	3
Business	371	Property and Casualty Insurance	3
Business	372	Life Insurance	3
Business	401	Business Finance	3
Business Ed.	251	Business Communications	2
Business Ed.	311	Office Machines	2
EDP	100	Introduction to EDP	3
Econ.	201, 202	Economic Principles and Problems	6
English	104	Written English	3
English	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3
Speech	100	Intro. to Speech Communication	3

Real Estate Option

Required Courses **63 sem. hrs.**

Business	102	Intro. to Business	3
	141	Business Math	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	205	Salesmanship	3
Management	305	Small Business Management	3
	314	Office Management	2
Marketing	320	Advertising	3
Business	360	Real Estate Principles and Practices	3
	361	Real Estate Law	3
	362	Real Estate Appraisal	3
	386	Real Estate Finance	3
		Business Electives	3
Bus. Ed.	101	Beginning Typewriting	2
Bus. Ed.	251	Business Communications	2
Economics	201	Econ. Principles and Problems	3
	202	Econ. Principles and Problems	3
	303	Money, Credit and Banking	3
English	104	Written English	3
	109	Technical Report Writing	3
Psych.	101	Intro. to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3

Minor B.A. and B.S. Degrees **18 sem. hrs.**

(Note: Duplicate credit will not be granted to fulfill the requirements for a major in Commerce.)

Required Courses

Business	360	Real Estate Principles and Practices	3
	361	Real Estate Law	3
	362	Real Estate Appraisal	3
Elective Hours to be selected from the following			6
Business	141	Business Math	3
	386	Real Estate Finance	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	205	Salesmanship	3
Management	305	Small Business Management	3
	314	Office Management	2
Marketing	320	Advertising	3
Bus. Ed.	101	Beginning Typewriting	2
	251	Business Communications	2

Economics	201	Economic Principles and Problems	3
	202	Economic Principles and Problems	3
	303	Money, Credit and Banking	3

Child Care

(Associate in Applied Science)

Child development is the study of the life and development of children. The two-year Associate in Applied Science Degree provides practical experience in working with children in the community agencies as well as college classroom study. Work in the community agencies will keep students aware of employment possibilities and requirements in these various operations, as well as helping them apply the learnings.

The program is designed to prepare middle-professional persons to work in day care centers, Head Start, nursery schools and as aides in public schools. They may also be employed in home-based programs for children, in foster day care homes, or in the various services for children sponsored by industry or government. The program will also prepare the student for the vocation of parenting.

Associate Degree — 65 sem. hrs.

English	104	Written English	3
	109	Tech. Report Writing	3
	207	Children's Literature	3
Allied Health	103	Nursing Procedures for Pedology and Gerontology	3
Biology	170	Anatomy and Physiology	4
Economics	200	Economics	3
Education	220	Areas of Exceptionality in Special Education	3
Psych.	101	Intro. to Psychology	3
Spch. Com.	459	Speech Correction	3
Home Ec.	110	Elementary Nutrition	2
	130	The Child and Community	3
	131	Programs for Early Childhood	3
	132	The Child and Community Prac.	3
	200	Practicum: Child Development	3
	201	Principles of Food Selection and Prep.	3
	230	Theory and Practice in Work with Young Children	3
	232	Practicum with Young Children	3
	310	Family Life Education	3
	328	Cognitive Affective Development	3
	330	Child Care and Development	3
	331	Adolescent Development	2
	332	Child Develop. Problems	3

Minor B.A. and B.S. Degrees — 25 sem. hrs.

Home Ec.	130	The Child and Community	3
	131	Programs for Early Childhood	3
	132	The Child and Community Prac.	3
	230	Theory and Practice in Work with Young Children	3
	232	Practicum with Young Children	3
	330	Child Care and Development	3
	332	Child Development Problems	3
Elective Hours to be selected from the following			4
A.H.	103	Nursing Procedures Ped. and Ger.	3

Education	220	Areas of Except. in Spec. Ed.	3
	300	The Reading Process	3
	424	Educational Tech.	3
English	207	Children's Literature	3
Psych.	330	Developmental	3
Home Ec.	110	Elementary Nutrition	2
	310	Family Life Education	3
	331	Adolescent Development	2

Clerical

(Associate in Science)

The clerical program is offered for students interested in employment in an office but not interested in taking dictation. Among the duties of a clerk are receiving callers, answering the telephone, handling mail, typing, filing and operating office machines. A one-year certificate is awarded at the completion of the first year for students who wish to terminate their studies at this time.

Places of employment:
- Government agencies
- Insurance companies
- Industrial companies
- Banks

Types of jobs:
- Clerk-typists
- Filing clerks
- Bookkeepers
- Office machine operators
- Receptionists
- Mailroom clerks

Two-Year Clerical Program — 64 sem. hrs.

Required Courses

Business	102	Introduction to Business	3
Business	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
Accounting	202	Principles of Accounting	3
Bus. Ed.	102	Intermediate Typewriting	2
Bus. Ed.	103	Records Management	2
Bus. Ed.	211	Advanced Typewriting	2
Bus. Ed.	251	Business Communications	2
Bus. Ed.	311	Office Machines	2
Bus. Ed.	340	Principles of Word Processing	3
Bus. Ed.	351	Executive Office Procedures	3
Bus. Ed.	352	Directed Office Experience	2
English	104	Written English	3
English	109	Technical Report Writing	3
Home Ec.	103	Principles of Clothing Selection	2
Psychology	101	Introduction to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
		or	
	107	Speech Improvement	3
Electives*			20

*Bus. Ed. 101 may be utilized as an elective if no previous credit has been earned in this area.

Minor B.A. and B.S. Degrees — 21 sem. hrs.

(Not open to majors in Group D Business Administration.)

Business	102	Introduction to Business	3
Business	141	Business Mathematics	3
Bus. Educ.	102	Intermediate Typewriting	2

Bus. Educ.	103	Records Management	2
Bus. Educ.	251	Business Communications	2
Bus. Educ.	211	Advanced Typewriting	2
Bus. Educ.	311	Office Machines	2
Bus. Educ.	340	Principles of Word Processing	3
Bus. Educ.	351*	Executive Office Procedures	3
Bus. Educ.	352*	Directed Office Experience	2

*Specialized courses in office administrative management and office experience may be substituted.

Clerical—One Year Certificate in Applied Science — 32 sem. hrs.

Required Courses

Business	102	Introduction to Business	3
Business	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
Accounting	202	Principles of Accounting	3
Bus. Ed.	102	Intermediate Typewriting	2
Bus. Ed.	103	Records Management	2
Bus. Ed.	211	Advanced Typewriting	2
Bus. Ed.	311	Office Machines	2
Bus. Ed.	351	Ex. Office Procedures	3
Bus. Ed.	352	Directed Office Experience	2
EDP	100	Intro. to EDP (Suggested Elective)	3
		or	
Elective			1
English	104	Written English	3
English	109	Technical Report Writing	3

Commercial Design Graphics Technology

(Associate in Applied Arts)

This artist-craftsman two-year degree program will qualify individuals for employment in applied design for reproduction and development of graphics materials for commerce and industry. As a technical career-oriented degree, concentration is on processes basic to the design professions, to apply them through reproduction and to provide the technician with a sense of aesthetic appreciation required for industrial design. Emphasis on design, photography, methods and presentation techniques, knowledge of tools, materials and their drawing application.

Places of employment:
- Advertising agencies
- Design studios
- Exhibit and display businesses
- Department stores
- Industrial organizations
- Photography studios
- Printing plants

Types of jobs:
- Graphics artists
- Commercial illustrators

Commercial Design/Graphics — 64 sem. hrs.

English	104	Written English	3
English	109	Technical Report Writing	3
Journalism	320	Advertising	3
Tech	99-100	Design	2
	98-100	Printing Process	3
	98-200	Comp. and Photo Mech. Prep.	3

	98-210	Image Transfer Mechanisms	3
	98-220	Estimating	3
	98-230	Layout and Design	3
	98-240	Graphic Arts Photography	3
	98-300	Continuous Tone Photography	2
	98-310	Adv. Continous Tone Photography	3
	98-410	Printing Techniques	4
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	155	Theory of Art	2
	241	Drawing from Life	3
	341	Graphics	3
	363	Painting in Watercolor	3
	280	Practicum	6
		or	
Tech	98-260	Practicum	6
		Commercial Design/Graphics	

Minor B.A. and B.S. Degrees **32 sem. hrs.**

Tech	98-100	Printing Process	3
	98-200	Composition and Photo-Mechanical Preparation	3
	98-210	Image Transfer Mechanisms	3
	98-230	Layout and Design	3
	98-240	Graphic Arts Photography	3
	98-300	Continuous Tone Photography	2
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	241	Drawing from Life	3
	363	Painting in Watercolor	3

Criminal Justice

(Associate in Applied Science)

Designed to prepare individuals for effective law enforcement careers, the Law Enforcement program at Fairmont Community College provides the student with a broad orientation to the entire system of criminal justice. In order to provide for persons with various backgrounds, career aspirations, etc., the program allows the student (with adviser assistance and approval) some flexibility in structuring the curriculum to meet his/her individual interests and needs.

Places of employment:
- local, county, and state governments
- Industrial commercial security agencies
- social service agencies

Types of jobs:
- police officers
- correctional officers
- technical and related careers in criminal justice
- security/loss prevention coordinators
- private investigators
- investigators for various governmental and social service agencies
- enforcement officials for various government regulatory agencies

Criminal Justice **68 sem. hrs.**

English	104	Written English	3
	109	Technical Rept. Writing	3
Spch. Com.	100	Intro. to Speech Communication	3
Pol. Sci.	103	American National Government	3
Psych.	101	Intro. to Psychology	3
	250	Community Psychology	3
Sociology	110	Intro. to Sociology	3
	200	Social Problems	3
E.M.S.	101	Techniques of E.M.S.	4

Criminal Justice Required Courses **23 sem. hrs.**

C.J.	100	Intro. to Criminal Justice	3
	101	Police Operations	3
	202	Principles of Criminal Law I	3
	209	Firearms	2
	211	Field Service Internship	3
	212	Abnor. Behav. and Crisis Intervention	3
	236	Criminal Investigation	3
	240	Adjudication Process	3

Criminal Justice Elective Courses **12 sem. hrs.**
(Adviser approval required)

C.J.	199	Special Topics in	1-12
	200	Criminalistics	3
	201	Traffic Law Enforcement	3
	205	Natural Resource Law	3
	206	Intro. to Corrections	3
	246	Criminal Evidence and Proc.	3
	310	Public and Police Admin.	4
	315	Business and Indust. Security	3
	316	Community Relations in C.J.	3
	355	Analysis of Correctional Operations	3

General Electives **5 sem. hrs.**

Minor B.A. and B.S. Degrees **24 sem. hrs.**

C.J.	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	206	Introduction to Corrections	3
	240	Adjudication Process	3
	320	Criminology	3
Approved C.J. Electives			9

Electronic Data Processing

(Associate in Science)

Job entry training for computer programmers, operators and various data handling job titles requiring computer training is provided. The program places emphasis on marketable skills in the programming of a typical commercial or scientific computer.

Places of employment:
- Government Agencies
- Insurance Companies
- Banks
- Wholesale Business
- Public Utilities
- Manufacturing

Types of jobs:
- Computer Programmer
- Computer Operator
- Keypunch Operator

Equipment

DEC PDP 11/40 Computer System on campus.
On-line terminal access to IBM 360/75 and IBM 370/148 computer systems Unit Record equipment including 9 card punch machines.

Two-Year EDP — 64 sem. hrs.

Required Courses

Accounting	201, 202	Principles of Accounting	6
Management	309	Principles of Management	3
EDP	100	Intro. to Electronic Data Processing	3
	103	FORTRAN Programming I	4
	104	Intro. to COBOL Programming	4
	201	Assembler Programming	4
	204	Advanced Programming	4
	205	PL-1 and RPG	4
	220	Business Systems	3
	230	EDP Special Project	4
English	104, 108	Written English	6
Math	205	Fundamental Concepts of Math	3
Electives			16

Minor B.A. and B.S. Degrees — 19 sem. hrs.

(Also open to Business Majors in Group A, B, C, and D)

EDP	100	Intro. to Electronic Data Processing	3
	103	FORTRAN Programming I	4
	104	Intro. to COBOL Programming	4
	204	Advanced Programming	4
Elect four hours from the following:			
	105	Consulting	1
	201	Assembler Programming	4
	203	FORTRAN Programming II	4
	205	PL-1 and RPG	4
	220	Business Systems	3
	230	EDP Special Project	4

Emergency Medical Services*

(Certificate in Applied Science)

The following Emergency Medical Services one-year certificate program was implemented in January 1976. This program is designed to train paraprofessionals to provide emergency medical services commensurate with the needs of the geographic region and consists of three areas of specialization. Upon completion of the program, participants would qualify for examination by the West Virginia Department of Health for (1) EMT certification; (2) paramedic certification; and (3) emergency medical services certification.

A one-year certificate would be awarded upon successful completion of the program.

Emergency Medical Services Program — 34 sem. hrs.

English	104	Written English	3
EMS	101	Techniques of EMS	4
	105	Specialized Rescue Techniques	3

	200	Advanced Emergency Care	4
	201	EMS Practicum	4
Biology	170	Anatomy and Physiology	4
Psychology	101	Introduction to Psychology	3
Health	202	Community Health Problems	3
Sociology	110	Introduction to Sociology	3
A.H.	100	Medical Terminology	3

*Admission to this certificate program is limited to active emergency personnel with approval of the Chairperson, Division of Allied Health.

Engineering Technology

(Associate in Science)

This two-year program prepares students for positions in industry in the occupational areas between the craftsman and the engineer, such as supervisors and technological and engineering assistants. The program is excellent preparation for students who plan to work toward their baccalaureate degree.

As well as offering a concentration of courses in the technical fields, the curriculum includes general education courses with emphasis on acquiring skills necessary for job entry. Areas of concentration include: civil technology, drafting/design technology, electronics technology, industrial technology, power technology, printing technology, mining technology, mechanical technology, architectural technology, and safety engineering technology.

Places of Employment:
- Public utility companies
- State and municipal public works
- Highway departments
- Construction companies
- Manufacturing companies
- Printing companies
- Mines

Types of Jobs:
- Civil
 - Building Trades
 - Residential Construction
 - Survey Crew
- Architecture
 - Draftsman
 - Estimator
 - Mining
 - Industry
- Electronics
 - Lab testing
 - Operating and maintenance of electrical machinery
 - Home entertainment service
- Industrial
 - Operation of machinery
 - Machine maintenance
 - Production
- Printing
 - Layout and design
 - Photo mechanical work
 - Press work
 - Shop supervision
- Drafting/Design
 - Machine design
 - Electrical drafting
 - Construction drawing
- Power
 - Auto service technicians
 - Shop supervisors
- Safety
 - Inspector
 - Compliance Officer
- Mining
 - Machine maintenance
 - Mine safety

Two-Year Technology (General Education—24 Hours) **67 sem. hrs.**

General Education

English	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phys. Sci.	100	Science Methodology	2
	102	Chemistry	2
	104	Physics	2
Social Sci. (Except in Architecture)	ECON 200	Introduction to Economics	3
Technology	EDP 100	Introduction	3
97-200	SAF I	Safety Supervision (mining only)	3
97-201	SAF II	Occupational Safety (all others)	3
97-250	IND VII	Personnel Problems and Labor Relations	3
Technology Core			
90-100	TEC I	Technology and Society	2
91-100	MAT I	Materials	2
92-100	ELE I	Electronics	2
93-100	IND I	Processes	2
94-100	MEC I	Mechanics	2
95-100	MIN I	Energy	2
99-100	DRF I	Design	2

Concentrations

Architectural Technology

99-200	ARC I	Graphics	3
99-210	ARC II	Design I	4
99-220	ARC III	Construction I	4
99-230	ARC IV	Architectural History	3
99-240	ARC V	Structures	3
99-250	ARC VI	Design II	3
	ART 140	Art Structure and Applied Design (Note: Art 140 is to be taken as a General Education course in lieu of Economics 200 in this concentration.)	3
			20

Electronics Technology

92-200	ELE II	Electronic Shop Practices	3
92-210	ELE III	Circuit Analysis	2
92-220	ELE IV	Linear Electronics	3
92-230	ELE V	Digital Electronics	3
92-240	ELE VI	Industrial Electronics	3
92-250	ELE VII	AC-DC Machinery and Controls	3
92-260	ELE VIII	Communications Systems	3
			20

Industrial Technology

93-200	IND II	Welding	4
93-210	IND III	Machine Shop	3
93-220	IND IV	Metallurgy	2
93-230	IND V	Advanced Welding	3
93-240	IND VI	Manufacturing Processes	4
99-255	DRF VII	Tool Design	4
			20

Mechanical Technology

94-200	MEC II	Engineering Mechanics	4
99-235	DRF V	Technical Drafting	3
94-210	MEC III	Thermodynamics	3
94-220	MEC IV	Fluid Power	3

94-230	MEC V	Heating, Air Conditioning and Ventilation	3
94-240	MEC VI	Machine Design I	4
			20

Mining Technology

96-200	CIV I	Surveying I	3
94-200	MEC II	Engineering Mechanics	4
95-200	MIN II	Coal and Mining Methods	2
95-210	MIN III	Coal Analysis and Preparation	2
95-250	ELE VII	AC-DC Machinery and Controls	3
95-220	MIN IV	Mine Mapping and Ventilation	3
95-230	MIN V	Mining Equipment and Maintenance	3
			20

Civil Technology

96-200	CIV I	Surveying I	3
96-210	CIV II	Light Construction	4
94-200	MEC II	Engineering Mechanics	4
96-220	CIV III	Heavy Construction	4
96-230	CIV IV	Construction Planning	2
96-240	CIV V	Surveying II	3
			20

Safety Technology

Health	101	First Aid	2
97-200	SAF I	Safety Supervision	3
97-210	SAF III	Disaster Preparedness and Emergency Systems	3
97-235	FS IV	Fire Prevention and Inspection	3
97-220	SAF IV	Environmental Hazard Control	3
97-230	SAF V	Introduction to Industrial Hygiene	3
97-240	SAF VI	Safety Engineering Design	3
			20

Power Technology

94-105	PWR I	Engine Theory	4
94-115	PWR II	Power Transfer Theory	4
94-225	PWR V	Electrical Systems and Air Conditioning	4
94-215	PWR IV	Hydraulic and Suspension Systems	4
94-205	PWR III	Carburetion and Ignition Theory	4
			20

Printing Technology

98-100	PRT I	Printing Processes	3
98-200	PRT II	Composition and Photo Mech. Preparation	3
98-210	PRT III	Image Transfer Mechanisms	3
98-220	PRT IV	Estimating	3
98-230	PRT V	Layout and Design	3
98-240	PRT VI	Graphic Arts Photography	3
98-250	PRT VII	Printing Practicum	2
			20

Drafting/Design Technology

99-205	DRF II	Technical Illustration	3
99-215	DRF III	Architectural Drafting	4
99-225	DRF IV	Descriptive Geometry	2

99-235	DRF V	Technical Drafting	3
99-245	DRF VI	Architectural Design	2
99-255	DRF VII	Tool Design	4
99-265	DRF VIII	Blueprint Reading	2
			20

Fire Protection and Safety Technology

(Associate in Applied Science)

With emphasis on developing experience, knowledge and understanding in the areas of fire safety, causes and suppression. Fire Protection and Safety Technology provides students with career competencies to accept positions as full-time and volunteer firemen, members of individual safety teams or employees of insurance companies, government agencies and inspection service.

Individuals presently employed by fire service organizations or serving with volunteer fire companies, who want to further their education, and those interested in fire protection and safety are eligible to enroll in this program, which also offers to both paid and voluntary firemen more opportunities for professional development.

Places of employment:
- Government agencies
- Community agencies
- Inspection services
- Industrial safety teams

Types of jobs:
- Full-time firemen
- Volunteer firemen
- Members of industrial safety teams
- Employees of fire insurance companies

Fire Protection and Safety — 67 sem. hrs.

General Education

English			
104		Written English	3
108		Advanced Written English	3
109		Technical Report Writing	3
Math			
101		Applied Technical Math I	3
102		Applied Technical Math II	3
Physical Science			
100		Science Methodology	2
102		Chemistry	2
104		Physics	2
Social Science			
ECON 200		Introduction to Economics	3
Technology			
EDP 100		Introduction to Electronic Data Processing	3
97-200	SAF I	Safety Supervision (mining only)	3
97-201	SAFE II	Occupational Safety (all others)	3
93-250	IND VII	Personnel Problems and Labor Relations	3
Technology Core			
90-100	TEC I	Technology and Society	2
91-100	MAT I	Materials	2
92-100	ELE I	Electronics	2
93-100	IND I	Processes	2
94-100	MEC I	Mechanics	2
95-100	MIN I	Energy	2
99-100	DRF I	Design	2
Concentration			
97-205	FS I	Fire Protection Org.	2

97-215	FS II	Fire Suppression	3
97-225	FS III	Hydraulics and Water Sup.	3
97-235	FS IV	Fire Preven. and Inspec.	3
97-245	FS V	Detection and Suppres. Sys.	3
97-255	FS VI	Fire Tactics	3
97-220	SAF IV	Environmental Haz. Cont.	3
			20

Fire Science
Minor B.A. and B.S. Degrees **22 sem. hrs.**

Tech	97-201	Occupational Safety	3
	91-100	Materials	2
	97-205	Fire Protection Organization	2
	97-215	Fire Suppression	3
	97-225	Hydraulics and Water Supply	3
	97-235	Fire Prevention and Inspection	3
	97-245	Detection and Suppression Sys.	3
	97-255	Fire Tactics	3

Food Service Management

(Associate in Applied Science)

Preparation for supervisory or middle management positions in the fast-growing hospitality industry is provided by the two-year Food Service Management Degree.

Basic courses for the degree give knowledge of sanitation, equipment, food purchasing, food merchandising and personnel management. Actual on-the-job and laboratory experience are important parts of the 64-hour degree program.

The program allows some flexibility for men and women who have been or are already employed in food service work to have appropriate credit waived. It will also offer opportunities for advancement that may not exist for food service workers without more adequate training:

Places of employment:
- Hotels, motels
- Industrial food management
- Restaurants
- Commercial food processing
- Airlines
- College-school food services
- Cafeterias
- Catering organizations
- Clubs
- Fast food service operations
- Hospitals

Types of jobs:
- Restaurant managements
- Food directors
- Cooks
- Chef's assistants
- Food managers (chain operations)

Food Service Management **64 sem. hrs.**

English	104, 108	Written English	6
Sociology	110	Introductory Sociology	3
Business	141	Business Math	3
Accounting	201	Accounting	3
Management	308	Personnel Management	3
Phys. Ed.	100	Basic Physical Education	2
Psychology	101	Intro. to Psychology	3
Home Ec.	110	Nutrition	2
	201	Principles of Food Selection and Prep.	3
	202	Advanced Foods	2
	219	Intro. to Food Service	2
	220	Diet Therapy and Com. Nutrition	3
	221	Food Service Equipment	2

	222	Food Sanitation and Safety	3
	223	Quantity Foods	3
	224	Practicum I	4
	225	Practicum II	4
	226	Food Purchasing and Storage	3
	227	Food and Beverage Merchandising	3
	228	Org. and Adm. of Food Service	3
	229	Food Management Seminar	1
Elective			3

Minor B.A. and B.S. Degrees **25 sem. hrs.**

Home Ec.	110	Nutrition	2
	201	Principles of Food Selection and Prep.	3
	219	Intro. to Food Service	2
	221	Food Service Equipment	2
	222	Food Sanitation and Safety	3
	223	Quantity Foods	3
	224	Practicum I	4
	228	Org. and Adm. of Food Service	3
Accounting	201	Accounting	3

General Studies

(Associate of Arts)

The open-ended self-designed nature of the General Studies program offers various options upon its completion by providing semi-professional and technical-occupational students with a minimal general education. With careful selection graduates can continue in any four-year program at Fairmont State or any other four-year college or university.

The General Studies degree meets the needs of individuals undecided about the kind of post high school training that will benefit them most, of people who discover their job skills need updating of those who may have to interrupt their education.

Prospects

- Minimal college degree for those temporarily unable to complete a four-year program.
- Continuation or transfer into four-year degree programs.
- Background in a variety of liberal arts courses which may facilitate career selection.

General Studies* **64 sem. hrs.**

Semester 1

English 104	3
Art 255 or Music 205 or Music 207	2
History or Social Science	3
Physical Education Activity	1
Science or Math	2-5
Elective	3
	14-17

Semester 2

English 108	3
History or Social Science	3

Science or Math 2-5
Electives 5-8

16

Semester 3

English 260 3
History or Social Science 3
Speech Communication 100 3
Electives 7

16

Semester 4

English 250 3
History or Social Science 3
Electives 10

16

The History or Social Science and Science or Math requirements of this program may be fulfilled only by courses that are listed in the General Studies curriculum for the Bachelor of Science (B.S.) Degree.

Interior Decoration

(Associate in Applied Science)

This program is designed for the student who may wish to seek employment as an assistant to an interior decorator or designer; or be employed by retail stores as a consultant to consumers for furniture, draperies, carpeting, floor coverings, or as a coordinator for all interior decorating. This may also be in the housewares areas for implementation of homemaking to make it more aesthetically pleasing and enjoyable. The student may desire to be self-employed. Opportunities in this area are increasing. Successful decorating studios operate in many areas and there exists a need for more in this region.

Interior Decoration **63 sem. hrs.**

English	104	Written English 3
	108	Advanced Written English 3
Art	140	Art Structure and Applied Design I 3
	141	Art Structure and Applied Design II 3
	255	Art Appreciation 2
Home Ec.	140	Intro. to Interior Design 3
	210	Textiles 3
	251	Applied Design 2
	275	Practicum (Interior Decoration) 4
	320	Home Planning and Furnishing 3
	351	Home Arts 3
	371	Prob. in Interior Decoration 4
Business	141	Business Math 3
Marketing	205	Salesmanship 3
	300	Retailing 3
Psychology	101	Intro. to Psychology 3
Speech	100	Intro. to Speech Com. 3
Tech	99-100	Design 2
	99-215	Architectural Drafting 4
	99-245	Architectural Design 2
	90-410	Guided Design Seminar 4

Minor B.A. and B.S. Degrees **23 sem. hrs.**

Home Ec.	140	Intro. to Interior Design	3
	210	Textiles	3
	251	Applied Design	2
	275	Practicum (Interior Decoration)	4
	320	Home Planning and Furnishing	3
	371	Prob. in Interior Design	4
Art	255	Art Appreciation	2
Tech	99-100	Design	2

Legal Assistant

(Associate in Applied Science)

This program is designed to provide the student with the training needed to assist lawyers with many aspects of legal work and to function as members of law offices on a level above the general office staff. The program is designed to develop skills in legal writing, research and analysis as well as an understanding of the basic concepts of law and machinery involved in legal transactions. The program will emphasize those aspects of the law in which legal assistants are most often involved and will train legal assistants to organize materials essential to lawyers in making professional decisions, the preparation of documents necessary for the complete handling of client's affairs and in the preparation of tax returns.

Candidates for the Associate in Applied Science degree must complete a minimum of 65 semester hours with not less than 18 hours devoted to legal specialty courses and the remainder devoted to general education and law-related courses.

Legal Assistant

Required Courses **65 sem. hrs.**

Leg. Assist.	100	Intro. to Paralegal studies	3

Legal Specialty Courses **15 sem. hrs.**

Leg. Assist.	200	Legal Research	3
Leg. Assist.	201	Real Estate Law	3
Leg. Assist.	202	Estates and Trusts	3
Leg. Assist.	203	Principles of Criminal Law	3
Leg. Assist.	204	Family Law	3
Leg. Assist.	205	Litigation	3
Business	306	Business Law	3
Business	307	Business Law	3

General Studies (Required) **38 sem. hrs.**

English	104	Written English	3
English	108	Written English	3
Business	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
Accounting	202	Principles of Accounting	3
Accounting	406	Federal Income Tax Accounting: Individual	3
Accounting	407	Federal Income Tax Accounting: Partnerships and Corporations	3
Bus. Ed.	213	Legal Typewriting	2
Bus. Ed.	353	Legal Office Procedures	3
Pol. Sci.	103	American Government	3
Psychology	101	Introduction to Psychology	3
Sociology	110	Introductory Sociology	3
Economics	200	Economics	3

Electives **9 sem. hrs.**

Pol. Sci.	204	Intro. to Public Administration	3
Pol. Sci.	304	American Constitutional Government and Law	3
Pol. Sci.	404	Civil Liberties in the U.S.	3
Economics	307	Personal Finance	3
Any additional legal special course			3
Speech	100	Intro. to Speech Communication	3
Pol. Sci.	450	Practicum (in lieu of electives, consent of instructor)	9

Minor B.A. and B.S. Degrees **18 sem. hrs.**

Legal Asst.	100	Intro. to Paralegal Studies	3
Electives in Legal Assistant Courses			15

Medical Laboratory Technology

(Associate in Applied Science)

The Medical Laboratory Technology (MLT) Associate in Applied Science is an affiliated program between Fairmont State College and two cooperating full-time medical institutions, Fairmont Clinic in Fairmont, and United Hospital Center, Inc., in Clarksburg. Two part-time affiliates are also used, Biomedical Laboratories, Fairmont, and Fairmont General Hospital.

In addition to general studies and a common core of Allied Health science courses, 43 credit hours are required in clinical lecture and laboratory experience coordinated with a 12-month hospital-clinical laboratory rotation.

In order to begin the clinical year of the MLT Program, a student must have an overall quality point average of 2.0 plus an overall 2.0 average in the following clinically related subjects: MLT 101 and 102, Chemistry 101 and 102, Biology 170 (Anatomy and Physiology) and 205 (Microbiology). Failure to attain this average results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

Withdrawal from MLT 101 or 102 or Failure of MLT 101 or 102 results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

The MLT Program is designed in accordance with the standards and guidelines outlined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The MLT Program is also accredited by NAACLS.

NAACLS, in cooperation with the Committee on Allied Health Education and Accreditation of the AMA, periodically reassesses program strengths and weaknesses.

Upon completion of the required curriculum students are eligible for a national certifying examination.

Because only a limited number of students can be selected each year, applicants are advised to make application by January 31. Admission is based on these factors: high school record, ACT scores, and a personal interview.

Places of employment:
- Hospitals
- Clinics
- Independent Laboratories
- Physicians' offices
- Public health agencies
- Pharmaceutical firms
- Research institutions

Types of jobs:
- Medical laboratory analysis

Medical Laboratory Technology **71 sem. hrs.**

Semester I

Eng. 104	Written English	3
Math 111	Intro. to Algebra	3

Chem. 101	Gen. Chemistry	4
MLT 101	Intro. to MLT	3
Bio. 170	Anatomy and Physiology	4
		17

Semester II

English 108	Advanced Written English	3
Chemistry 102	General Chemistry	4
Biology 205	Microbiology	4
Psychology 101	Introduction to Psychology I	3
MLT 102	Introduction to MLT	3
		17

(All of the above courses must be completed prior to the clinical year.)

Twelve-Month Clinical Rotation

MLT 200	Clinical Serology Lecture	1
MLT 201	Clinical Serology Practicum	1
MLT 202	Clinical Biochem. Lecture	5
MLT 203	Clin. Biochem. Practicum A	2
MLT 204	Clin. Biochem. Practicum B	3
MLT 205	Clinical Microbio. Lecture	3
MLT 206	Clin. Microbio. Practicum A	1
MLT 207	Clin. Microbio. Practicum B	2
MLT 208	Clin. Mycology and Parasitology	2
MLT 209	Clin. Microscopy Practicum	2
MLT 210	Clin. Hematology Lecture	4
MLT 211	Clin. Hematology Practicum A	2
MLT 212	Clin. Hematology Practicum B	2
MLT 213	Immunohematology Lecture	3
MLT 214	Immunohematology Practicum A	1
MLT 215	Immunohematology Practicum B	2
MLT 216	Seminar	1
		37

Medical Record Technology

The Medical Record Technology Program is designed to prepare students to work as medical technicians in health care facilities.

The medical record technician is trained in all functions of the health record service including record analysis, record evaluation, compiling and utilizing census; compiling vital statistics; coding symptoms, diseases and operations according to the current recognized classification system; assist with medical committee procedures; release of confidential information according to policies; abstract registries as well as a variety of health record storage system.

The technician is prepared to accept the responsibility of supervising health record operations in varied health facilities.

The program is approved by the Council on Medical Education of the American Medical Association in cooperation with the American Medical Record Association. Graduates are eligible to take the national accreditation exam.

In order to continue in the program of Medical Record Technology, a student must have an overall 2.0 average plus an overall 2.0 average in the following subjects: Allied Health 100, 101; Biology 101, 170; MRS 104. To continue in the program a 2.0 overall average must be maintained in the following subjects: MRS 103, 104, 105, 106, 109, 205, 206, 207, 208, 209, and 317. Failure to attain this average results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

Withdrawals from any MRS course or failure of any MRS course results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

Because only a limited number of students can be selected each year, applicants are advised to make application before January 31. Applications received after that date will be considered, but only on a "space available" basis. Individuals admitted to the program will be notified before March 31. Admission is based on these factors: high school records, ACT scores, and college course work (if applicable).

Places of employment:
- Doctors' offices
- Clinics
- Hospitals
- Nursing Homes

Types of jobs:
- Clerks
- Medical Records Transcriptionists

Medical Record Technology — 66 sem. hrs.

Semester I

AH 100	Medical Terminology	3
AH 101	Intro. to Health Care	1
MRS 104	Med. Rec. Sci. I	3
MRS 103	MRS Directed Practice	1
Eng. 104	Written English	3
Bio. 101	Intro. to Bio.	4
Psych. 101	Intro. to Psych.	3
		18

Semester II

MRS 105	Med. Rec. Sci. II	5
Bio. 170	Anatomy and Physiology	4
MRS 106	MRS Directed Practice	2
MRS 317	Med. Mach. Transcription	2
MRS 109	Hospital Statistics	3
		16

Semester III

MRS 205	Med. Rec. Sci. III	5
MRS 206	MRS Directed Practice	3
Eng. 108	Advanced Written English	3
AH 102	Pathophysiology of Dis.	3
EDP 100	EDP	3
		17

Semester IV

MRS 207	Med. Rec. Sci. IV	5
MRS 208	MRS Directed Practice	3
Mgt. 314	Office Management	2
MRS 209	Seminar	2
Soc. 110	Intro. to Soc.	3
		15

Music Merchandising

(Associate in Applied Science)

This degree is intended to provide the music industry with qualified retail personnel in the area of musical merchandising and enable qualified students to prepare themselves adequately for music merchandising careers. The employment needs and placement op-

portunities for competent musically trained personnel with a merchandising background are both regional and national.

In this program, students will receive formal college courses and on-the-job training in approved business establishments. The students' work expertise will be directly related to their formal college course work. Instruction at the college and on-the-job training will be correlated to provide students with knowledge, skills, and attitudes to reach their career objective.

Required Courses **69 sem. hrs.**

Business	141	Business Math	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	205	Salesmanship	3
	300	Retailing	3
Management	305	Small Business Management	3
	308	Personnel Management	3
Marketing	312	Retail Field Experience	4
	320	Advertising	3
Music	105	Piano Class I	1
	105	Piano Class II	1
	109	Theory, Comprehensive	4
	110	Theory, Comprehensive	4
	139	Voice Class I	1
	169 or 173 or 172 I		1
	169 or 173 or 172 II		1
	169 or 173 or 172 III		1
	169 or 173 or 172 IV		1
	107, 141, 177 to 204 Applied I		1
	107, 141, 177 to 204 Applied II		1
Music	107, 141, 177 to 204 Applied III		1
	107, 141, 177 to 204 Applied IV		1
	206	Music Appreciation for Majors	3
	211	String Class I	1
	213	Brass Class I	1
	215	Woodwind Class I	1
	217	Percussion Class I	1
	251	Instrumental Repair and Maint. I	2
English	104	Written English	3
	108	Advanced Written English	3
Speech Com.	100	Introduction to Speech Com.	3
Electives			4

Nursing

(Associate in Science)

The two-year technical or semi-professional nursing program is designed to prepare beginning practitioners of nursing at the staff level. The curriculum includes a balance between nursing and non-nursing courses. Learning experiences in the college and clinical laboratories make up a major portion of the nursing courses. Clinical laboratories may include the local hospital, clinics, schools, home for aged and the hospital at Weston.

To enroll in the second year of the program, a student must have an overall average of 2.0 in the nursing courses and an overall average of 2.0 in the following courses. Anatomy and Physiology (Biology 170); Nutrition (Home Economics 110); Microbiology (Biology 205); and Introduction to Psychology I (Psychology 101).

Graduates of the program are eligible to take the West Virginia State Board examination for licensure as registered nurses. A student must have a 2.0 average in nursing to graduate.

Because applications for nursing exceed available space, prospective students are advised to make application by December 1.

Nursing — 74 sem. hrs.

First Term (Fall Semester)

English 104	Written English	3
Nursing 100	Introduction to Nursing	1
Nursing 101	Fundamentals of Nursing	7
Home Ec. 110	Nutrition	2
Biology 170	Anatomy and Physiology	4
		17

Second Term (Spring Semester)

Psychology 101	Introduction to Psychology	3
Nursing 103	Medical-Surgical Nursing	10
Biology 205	Technical Microbiology	4
		17

Summer Session (5 weeks)

Nursing 203	Psychiatric Nursing	6
		6

Fourth Term (Fall Semester)

English 108	Written English	3
Sociology 110	Introduction to Sociology	3
Nursing 202	Medical-Surgical Nursing	10
Nursing 204	Trends in Nursing	2
		18

Fifth Term (Spring Semester)

Pol. Sci. 103	National Government	3
Nursing 205	Maternity Nursing	5
Nursing 206	Nursing of Children	5
Elective	(Consent of Adviser)	3
		16

Psychological Service Technician

(Associate in Applied Science)

Developed to meet demands for workers in mental health and applied areas of psychology and human services, the Psychological Service Technician program provides opportunities for individuals interested in psychology careers. Also allowing continuation toward a B.S. degree without loss of time or credits, it assures professional advancement.

The last of five academic semesters include a summer of supervised cooperative work experience in an approved agency.

Students will perform therapeutic-preventive roles and be involved in recognition and assessment of problem behaviors through interviews, observation, testing and program implementation under supervision.

Types of jobs:
- Community action workers
- Caseworker aides
- Psychiatric aides
- Public health aides

Places of employment:
- Public institutions
- Private institutions
- Corrections organizations
- Schools

Types of jobs—*Continued*:
- Mental health aides
- Employment service interviews
- Social security officers
 - claims
 - interviews

Places of employment—*Continued*:
- Drug abuse center programs
- Business and industries
- Mental health centers
- Hospitals

Psychological Service Technician — 64 sem. hrs.

English	104	Written English	3
	108	Advanced Written English	3
		or	
	109	Technical Report Writing	3
Spch. Com.	100	Introduction to Speech Communication	3
	240	Group discussion	3
Sociology	110	Introduction to Sociology	3
Psychology	101	Introduction to Psychology	3
	102	Introduction to Psychology	3
	210	Personal Adjustment	3
	250	Community Psychology	3
		or	
	260	Industrial and Personnel-Psychology	3
	230	Social Psychology	3
Psychology	494	Interpersonal Dynamics	3
		Practicum I*	3
		Practicum II*	3
		Psychology Electives	12
		Electives	9
Psychology	480	Directed Research	4

(This is full-time employment for which pay and academic credit is given, if possible.)

*If the Industrial-Personnel emphasis is chosen, then Methods I and II must be taken as psychology-electives along with Practicums I and II (487 and 489) during the third and fourth semester. If Community service is chosen, then Clinical Practicums I and II are taken.

The program is relatively open in that many electives exist. The "open electives" may be used to fulfill basic studies requirements towards a B.S. degree or in pursuing personal interests. The "psychology electives" must be chosen in consultation with the student's adviser and may be from the psychology curriculum or other disciplines. This flexibility will allow for an optimum "student-training—job market" fit. It is in the Practicums and Seminar, where the student education experiences and "real world" demands meet, that an integration occurs under the direction of a faculty member and agency supervisor.

Minor B.A. and B.S. Degrees — 18 sem. hrs.

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
Any two courses from the 200 Level		6
Any two courses from the 300 or 400 Levels		6

Radio/Television Communication

(Associate in Applied Science)

Designed for students interested in developing skills related to job requirements of entry level positions in the basic production areas of radio and television.

The program runs for five semesters, one of which is a five-week summer semester. Course work is aimed at studio production skills for both radio and television. Emphasis is placed on practical experience gained through regular involvement in on-campus and off-campus practicums.

Places of employment:
- Commercial and Public Radio Stations
- Commercial and Public Television Stations
- Private and Governmental Communication Networks
- Cable Television Operations

Types of jobs:
- Radio or Television Production Technicians
- Educational Production Technicians
- Radio or Television Announcing (assumes evidence of voice talent)
- Communication Dispatch Operators (Police, Rescue Squads, etc.)

Radio/Television — 64 sem. hrs.

Eng.	104	Written English	3
	108	Written English	3
Spch. Com.	107	Speech Improvement	3
	170	Broadcast Production Processes	3
	171	Introduction to Broadcasting	2
	173	Radio/TV Production	4
	270	Radio Announcing	3
	271	Broadcast Practicum	2
	272	Broadcast Practicum	2
	277	Television Graphics	2
	278	Broadcast Studio Maintenance	2
	299	Field Study (Summer between second and third semester or following fourth semester)	6
	371	Advanced Radio/TV Production	4
	379	Independent Study in Broadcast Production	3-6
Theatre	140	Play Production	2
	148*	Theatre Workshop	1
Music	205	Music Appreciation	2
Journalism	240	Reporting I	3
	270	Communications in Society	2
	320	Advertising	3
	334	News Photography	2
		Elective of Choice	4
		One elective from following: Political Science 103 or Psychology 101 or Economics 200 or Sociology 110	3

*Theatre 148 must be taken in the same term with Theatre 140.

Minor B.A. and B.S. Degrees — 19 sem. hrs.

Required Courses

Spch. Com.	171	Introduction to Radio and Television	2
	173	Radio/TV Production	4
	270	Radio/TV Announcing	3
	271	Broadcast Practicum	2
	272	Broadcast Practicum	2
	277	Television Graphics	2
	371	Adv. Radio/TV Production	4

Retail Management

(Associate in Science)

Designed to prepare students for careers in middle management positions in large or small retail firms as well as for independent store ownership. Retail Management combines on-campus courses with part-time positions at carefully selected area retail establishments, consistent with individual employment goals.

During the two-year period a minimum of 240 hours of on-the-job training is required, enabling students to put theory into practice while developing competencies through practical experience. Course work emphasizes the functions of marketing, economics, merchandising, operations and management within the retailing field. Students are provided academic, personal and occupational guidance and assistance in finding both full-time and part-time employment.

Places of employment:
- Positions in large and small firms
- Vacation resorts
- Hotels
- Motels
- Wholesale establishments

Types of jobs:
- Independent store ownership
- Management training with retail firms
- Sales—retail and wholesale

Retail Management Curriculum — 64 sem. hrs.

Business	102	Introduction to Business	3
	141	Business Mathematics	3
Accounting	201, 202	Principles of Accounting	6
Marketing	300	Retailing	3
Management	308	Personnel Management	3
Marketing	304	Marketing	3
Management	305	Small Business Management	3
Business	306, 307	Business Law	6
Marketing	320	Advertising	3
	205	Salesmanship	3
	312	Retail Field Experience	4
English	104, 108	Written English	6
Economics	201, 202	Economic Principles and Problems	6
EDP	100	Intro. to Electronic Data Processing	3
Electives			9

Retailing

Minor B.A. and B.S. Degrees — 18 sem. hrs.

Marketing	205	Salesmanship	3
	300	Retailing	3
	304	Marketing	3
Management	305	Small Business Management	3
Management	308	Personnel Management	3
Marketing	320	Advertising	3

Secretarial

(Associate in Science)

Two-year secretarial programs provide entry-level training for students desiring secretarial or stenographic employment by preparing them to meet demands of current complex office procedures.

Necessary basic skills, understanding and appreciation of business operations, decision-making, and personality development are studied in this associate degree program that offers four options from which students may choose to enroll:

- Executive Secretarial
- General Secretarial
- Legal Secretarial
- Medical Secretarial

While the general secretary's primary job is taking dictation and transcribing for one or more persons, often in a stenographic pool, the secretary may also have other duties: typing records and filing; answering the phone and receiving callers; opening, reading, and routing mail; operating simple office machines; and composing routine letters. As the secretary improves basic skills, acquires experience and becomes thoroughly familiar with the boss' policies as well as the business, he/she relieves the employer of routine chores and details, planning business trips, arranging appointments and meetings, keeping the calendar, running personal errands, handling personal mail, and even composing some of the correspondence, which requires a thorough knowledge of grammar, punctuation and spelling.

To qualify as an executive secretary, one may be more an assistant to the boss than a secretary. Functioning in an extra-creative job, the secretary performs assignments on his/her own initiative, often directing work of others such as a staff of clerk-typists and secretaries. Thus, the Executive Secretarial program, in addition to basic office skills, requires training in management. The secretary must be able to relieve the boss of routine duties, be the representative in dealing with business matters and have responsibility in planning, decision making and administration.

Legal and Medical Secretarial programs emphasize specialities of the legal and medical professions to enable graduates to function effectively in their respective offices. Those enrolling in the Medical Secretarial program learn to type medical information and acquire a knowledge of medical information, medical terminology, medical shorthand, typing, and medical secretarial practices, which include keeping records, making appointments, billing, collecting fees and being the practitioners' public relations agent. Practical experience is 140 hours.

The Legal Secretarial program emphasizes preparation of briefs, wills, petitions, corporate minutes and similar documents. A minimum of 140 hours in area law offices is required.

Common to all four options are on-campus courses involving basic stenographic skills and on-the-job training in off-campus offices representative of each of the four degree programs.

Places of employment:
- Business, legal and medical offices
- Government agencies
- Insurance firms
- Banks
- Legal departments

Types of jobs:
- Stenographers
- Secretaries
- Executive Secretaries
- Clerical positions

Two-Year Executive Secretarial — 64 sem. hrs.

Required Courses

Business	102	Introduction to Business	3
Business	141	Business Mathematics	3
Business	306	Business Law	3
Management	314	Office Management	2
Bus. Ed.	102	Intermediate Typewriting	2
Bus. Ed.	103	Records Management	2
Bus. Ed.	202	Intermediate Shorthand	4
Bus. Ed.	204	Secretarial Accounting	3
Bus. Ed.	211	Advanced Typewriting	2

Bus. Ed.	212	Executive Typewriting	2
Bus. Ed.	251	Business Communications	2
Bus. Ed.	301	Advanced Shorthand and Transcription	4
Bus. Ed.	302	Advanced Shorthand and Transcription	4
Bus. Ed.	311	Office Machines	2
Bus. Ed.	314	Executive Dictation and Transcription	2
Bus. Ed.	340	Principles of Word Processing	3
Bus. Ed.	351	Executive Office Procedures	3
Bus. Ed.	352	Directed Office Experience	2
EDP	100	Intro. to Electronic Data Processing	3
English	104	Written English	3
English	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3
Speech Com.	100	Intro. to Speech Communication	3
Electives*			1

*Bus. Ed. 101 may be utilized as an elective if no previous credit has been earned in this area.

Two-Year General Secretarial — 64 sem. hrs.

Required Courses

Business	102	Introduction to Business	3
Business	141	Business Mathematics	3
Bus. Ed.	102	Intermediate Typewriting	2
Bus. Ed.	103	Records Management	2
Bus. Ed.	202	Intermediate Shorthand	4
Bus. Ed.	204	Secretarial Accounting	3
Bus. Ed.	211	Advanced Typewriting	2
Bus. Ed.	251	Business Communications	2
Bus. Ed.	301	Advanced Shorthand and Transcription	4
Bus. Ed.	302	Advanced Shorthand and Transcription	4
Bus. Ed.	311	Office Machines	2
Bus. Ed.	314	Executive Dictation and Transcription	2
Bus. Ed.	340	Principles of Word Processing	3
Bus. Ed.	351	Executive Office Procedures	3
Bus. Ed.	352	Directed Office Experience	2
English	104	Written English	3
English	109	Technical Report Writing	3
Home Ec.	103	Principles of Clothing Selection	2
Psychology	101	Introduction to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
		or	
Spch. Com.	107	Speech Improvement	3
Electives*			9

*Bus. Ed. 101 and 201 may be utilized as electives if no previous credit has been earned in these areas.

Two-Year Legal Secretarial — 64 sem. hrs.

Required Courses

Business	102	Introduction to Business	3
Business	141	Business Mathematics	3
Business	306	Business Law	3
Business	307	Business Law	3
Management	314	Office Management	2
Bus. Ed.	102	Intermediate Typewriting	2
Bus. Ed.	103	Records Management	2
Bus. Ed.	202	Intermediate Shorthand	4
Bus. Ed.	204	Secretarial Shorthand	3
Bus. Ed.	211	Advanced Typewriting	2

Bus. Ed.	213	Legal Typewriting	2
Bus. Ed.	251	Business Communications	2
Bus. Ed.	301	Advanced Shorthand and Transcription	4
Bus. Ed.	307	Advanced Shorthand and Transcription	4
Bus. Ed.	311	Office Machines	2
Bus. Ed.	315	Legal Dictation and Transcription	2
Bus. Ed.	340	Principles of Word Processing	3
Bus. Ed.	353	Legal Office Procedures	3
Bus. Ed.	354	Legal Office Experience	2
EDP	100	Intro. to Electronic Data Processing	3
English	104	Written English	3
English	109	Technical Report Writing	3
Spch. Com.	100	Intro. to Speech Communication	3
*Electives			1

*Bus. Ed. 101 and 102 may be utilized as electives if no previous credit has been earned in these areas.

Two-Year Medical Secretarial — 64 sem. hrs.

Required Courses

Biology	170	Anatomy and Physiology	3
Business	141	Business Mathematics	3
Management	314	Office Management	2
All. Health	100	Medical Terminology	3
Bus. Ed.	102	Intermediate Typewriting	2
Bus. Ed.	103	Records Management	2
Bus. Ed.	202	Intermediate Shorthand	4
Bus. Ed.	204	Secretarial Accounting	3
Bus. Ed.	211	Advanced Typewriting	2
Bus. Ed.	214	Medical Typewriting	2
Bus. Ed.	251	Business Communications	2
Bus. Ed.	301	Advanced Shorthand and Transcription	4
Bus. Ed.	304	Adv. Med. Shorthand and Transcription	4
Bus. Ed.	311	Office Machines	2
Bus. Ed.	316	Medical Dictation and Transcription	2
Bus. Ed.	340	Principles of Word Processing	3
Bus. Ed.	355	Medical Office Procedures	4
Bus. Ed.	356	Medical Office Experience	2
English	104	Written English	3
English	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
*Electives			3

*Bus. Ed. 101 and 201 may be utilized as electives if no previous credit has been earned in these areas.

One-Year Certificate—Secretarial in Applied Science — 32 sem. hrs.

Required Courses

Bus. Ed.	102	Intermediate Typewriting	2
Bus. Ed.	103	Records Management	2
Bus. Ed.	201	Beginning Shorthand	4
Bus. Ed.	202	Intermediate Shorthand	4
Bus. Ed.	211	Advanced Typewriting	2
Bus. Ed.	251	Business Communications	2
Bus. Ed.	311	Office Machines	2
Bus. Ed.	351	Executive Office Procedures	3
Bus. Ed.	352	Directed Office Experience	2
EDP	100	Intro. to Electronic Data Processing	3

English	104	Written English	3
English	109	Technical Report Writing	3

Social Service Technology

(Associate in Applied Science)

The two-year program in Social Service Technology is designed to train paraprofessional social workers to meet the growing manpower needs of the social service system.

Curriculum content has its major emphasis in the theory and practice of human service systems. Background knowledge in the social sciences and elective time to be used to develop expertise in a specific area or field of service delivery is included.

A practicum is required during two semesters where the student will be placed in a local public or private agency for an educationally directed experience of service delivery.

Social Service (Social Work) Technology — 64 sem. hrs.

English	104	Written English	3
	109	Technical Report Writing	3
Health	100	Personal Health	2
Spch. Com.	100	Intro. to Speech Communication	3
Psychology	101	Introduction to Psychology	3
Pol. Sci.	103	American Government	3
History	108	U.S. History II	3
Business	141	Business Mathematics	3
Sociology	110	Introduction to Sociology	3
	200	Social Problems	3
Social Work	210	Introduction to Social Work	3
Soc. Ser. Tech.	100	Social Service Technology I	4
	101	Social Service Technology II	4
	200	Social Service Technology III	4
	201	Practicum	1-12
Electives*			8

*Electives courses should be selected with adviser consultation to meet the career objectives of the student.

Minor B.A. and B.S. Degrees — 21 sem. hrs.

Sociology	200	Social Problems	3
Soc. Ser. Tech.	100	Social Service Tech. I	4
	101	Social Service Tech. II	4
	200	Social Service Tech. III	4
	201	Practicum	6

Veterinary Assistant Technology

(Associate in Applied Science)

Exciting employment opportunities abound for animal health technicians, who have a new role to play on today's animal health care team. Animal health technicians assist the veterinarian in many ways. They collect and record case histories; prepare animals, instruments, equipment and medications; they apply wound dressings, and assist the veterinarian in diagnostic, medical and surgical procedures.

Veterinarians recognize that they can expand their practices by delegating to the technician many duties and procedures, and there is far more of a demand for qualified animal health technicians than presently exist. Schools with active programs report 1.5 job opportunities for each graduate. The American Veterinary Medical Association predicts approximately one trained technician is needed to assist each of the 29,000 active veterinarians, not to mention the 1,300 new veterinarians graduated each year. But in the last ten years, only 3,000 animal health technicians have been graduated.

Employment opportunities are also promising with diagnostic laboratories, pharmaceutical company research, biomedical research teams, and in government agencies as assistants to federal meat inspectors, and laboratory animal facilities.

In order to continue in the VAT Program, the student must meet the following standards:

a. Pass all courses required for the A.A.S. Degree.
b. In order to begin the Preceptorship Phase of the VAT Program, a student must have an overall quality point average of 2.0 plus an overall 2.0 average in the following clinically related subjects: VAT 113, VAT 114, VAT 117, VAT 118, VAT 120, VAT 124, Biology 170, and Biology 205.
c. Continue to maintain the 2.0 accumulative after the second semester in both VAT and non-VAT courses.

Readmission to the program will be determined on an individual basis. This will be decided by the Admissions Committee on the basis of the qualifications of the student when compared to the other students applying for their particular class and on a space available standard. When a required course has been failed, the applicant must pass the course with a "C" grade or better before applying for readmission to the program. Students in good standing who withdraw from the program for unpredicted or uncontrollable reasons will be given priority consideration if they reapply.

The VAT Program is a limited enrollment program. Only individuals interested in a career in some aspect of Veterinary Technology should apply. Applications for admission are evaluated the spring semester before the applicant enters the program. Applications should be received by the Director of Admissions before January 31. Applications received after that date will be considered, but only on a "space available" basis. Individuals admitted to the program will be notified before March 31.

76-77 sem. hrs.

Fall Semester

Speech	100	Intro. to Speech Communication	3
English	104	Written English	3
All. Health	100	Med. Terminology	3
Biology	170	Anatomy and Physiology	4
VAT	113	Introduction to Vet. Tech.	3
VAT	114	Breeds and Breeding	2
			18

Spring Semester

English	109	Technical Report Writing	3
Biology	205	Tech. Microbiology	4
VAT	117	Vet. Techniques I	3
VAT	118	Radiology	2
VAT	120	Pharmacology	2
VAT	124	Biochemistry	1
Psych.	101	Introduction to Psychology	3
			18

Summer (1st Term)

VAT	271	Preceptorship I	4

Summer (2nd Term)

VAT	271	Preceptorship I	4
			8

Second Year: Fall Semester

Biology	219	General Zoology	4
Business	141	Business Math	3
VAT	215	Large Animal Restraint and Diseases	2
VAT	217	Vet. Techniques II	4
VAT	220	Small Animal Diseases	3
Restricted Elective			2-3
			18-19

Spring Semester

VAT	219	Vet. Techniques III	2
VAT	272	Preceptorship II	12
			14



Courses of Instruction

Accounting

(Division of Commerce)

201. Principles of Accounting I **three hours**

Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for individual proprietorships.

202. Principles of Accounting II **three hours**

The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: 201.

203. Accounting Practicum **two hours**

Consists of several independent learning units designed to provide job-entry skills as defined from a survey of typical employers. PR: 201 or equivalent.

301. Intermediate Accounting I **three hours**

Primarily the study of general financial accounting theory as it relates to balance sheet items. Included is a brief review of the accounting cycle and income recognition theory. Current tax regulations are considered where applicable. PR: 202.

302. Intermediate Accounting II **three hours**

A continuation of 301 to include the study of corporate ownership equity and the analysis and interpretation of accounting data. PR: 301.

303. Accounting Internship **one to four hours**

The program is designed to offer the student a ten-week internship with an accounting, industrial, or governmental organization during the summer. The student will receive up to four hours of college credit for the internship program. When possible, the term of the internship should coincide with the two five-week summer terms offered at Fairmont State College. However, this can be adjusted to the needs of the student and/or employer. Regardless of the length of the internship, the student will receive a maximum of four hours credit.

330. Advanced Accounting I **three hours**

Includes accounting for special situations: partnerships, installment and consignment sales, home office-branch relationships, consolidations, and fund accounting. Attention is focused on the current AICPA position relative to these special accounting situations. PR: 302.

331. Advanced Accounting II **three hours**

A continuation of Business 330; exploration of advanced accounting topics. PR: 330.

404. Cost Accounting **three hours**

The relationship of cost accounting to the performance of management pursuit of company objectives is studied with four basic points of view in mind: (1) cost principle, (2) cost determination, (3) cost control, and (4) cost analysis. PR: 201, 202.

405. Auditing **three hours**

Duties and responsibilities of auditors, methods of verification of balance sheet and income and expense accounts with the applicable principles of internal control. Preparation of working papers, schedules, audit reports, and certificates. PR: 201, 202, 301, 302.

406. Federal Income Tax Accounting: Individual **three hours**

Preparation of income tax returns from the accounts of an individual; exclusions and inclusions for gross income, capital gains and losses, business expenses, and other deductions.

407. Federal Income Tax Accounting: Partnership and Corporation **three hours**

Continuation of 406, including preparation of income tax returns from accounts of partnerships, estates and trusts, and corporations. While previous accounting knowledge or experience will be helpful, no prior accounting training, knowledge, or experience is required. PR: 406.

Allied Health

(Division of Allied Health)

100. Medical Terminology **three hours**

Designed to enable the student to recognize medical works from the Greek and Latin parts, to spell and pronounce medical words correctly and to use a medical dictionary intelligently.

101. Introduction to Health Care **one hour**

The health field: history, organization, current legislation. Health professions: roles and relationships, communication, group interaction. Factors of comprehensive health care, hospitals, extended care facilities. (Open to all FSC students as a free elective in degree and certificate programs.)

102. Pathophysiology of Disease **three hours**

Study of the disease process, terminology and association with the body structure.

103. Nursing Procedures for Pedology and Gerontology **three hours**

Nursing and therapy procedures for home or center care of children and the elderly. Particular emphasis is placed on skills needed by day care aides, home health aides, nursing aides and parents.

104. Medical Record Science I **three hours**

Orientation to the functions and duties of a Medical Record Technician, National Organization as well as job opportunities and educational/accreditation requirements. Orientation to the Medical Record Study of the basic medical record, analysis assembly and filing. Record forms as well as storage retrieval.

105. Medical Record Science II **five hours**

Interdepartmental relations, standards of accreditation, responsibility of hospital administration medical staff, numbering and filing systems. Four hours lecture and two contact hours laboratory. PR: 104.

199. Special Topics in Allied Health **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

301. Health Care Organizations **three hours**

Organization, current legislation, roles and relationships of the health care professions are discussed in detail. Emphasis is placed upon roles of hospital management. Factors of comprehensive health care, hospitals, and extended care facilities. Responsibility of the health care agency regarding competent and responsible care of patients is defined. Organization patterns in health care agencies, as well as contributions of health professionals and paraprofessionals in meeting human needs will be emphasized. PR: 101.

302. Management Problems of the Health Care Delivery System **three hours**

Fiscal, legal, supervisory having specific problems to health care facilities is discussed. Emphasis will be placed upon medical records and utilization review, as well as the

role and limitations of the hospital in the health care system. Inadequate access of health care delivered to all Americans is discussed, with emphasis on the problems of poverty and the elderly regarding health delivery. PR: 101, 104, 105, 301.

401. Allied Health Practicum and Seminar **three-seven hours**

Practical situations in relevant managerial programs will be available in various health care agencies such as nursing homes, hospitals, public health departments, mental health departments, and outpatient clinics will occur. The practicum will be adapted to the student's individual needs and career goal. Seminars will be held to present oral and written report of projects assigned by program coordinators and supervising agency. This experience will be supplemented with relevant planned field trips, guest lectures, and orientation lectures designed to enhance the activities of previous classroom instruction. Eight contact hours each week. PR: 101, 104, 105, 301.

Art

(Division of Fine Arts)

140. Art Structure and Applied Design **three hours**

Introductory course in the principles of design applicable to various media and techniques used in studio problems.

141. Art Structure and Applied Design **three hours**

Further study of the principles of design, techniques and media with emphasis on the individual's creative development.

142. Drawing **three hours**

The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester.

155. Theory of Art **two hours**

Aesthetics and its application to studio work, as well as the philosophy, psychology, components, sociology, history of art, and art criticism. Fall semester.

199. Special Topics in Art **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

241. Drawing from Life **three hours**

Drawing from the posed model accompanied by analytical studies of anatomy. PR: 142. Spring semester.

255. Art Appreciation **two hours**

Considers the social and historical backgrounds and modern developments in various art fields.

261. Painting **two-three hours**

Introductory course in painting, exploring various painting media and techniques. PR: 140, 141, 142 or instructor's consent.

262. Painting **two-three hours**

Continuation of 261 emphasizing individual creative developments. PR: 261 or consent of instructor.

278. Ancient and Medieval Art **three hours**

History of Art from prehistoric times to 1400 A.D. An analysis of the various artistic expressions resulting from the philosophic, religious and sociological conditions. Offered once every three semesters.

280. Practicum **six hours**

Supervised on-the-job learning work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program.

283. Modeling and Sculpture **two-three hours**
Introductory course using clay modeling, plaster, and metal sculpture.

284. Modeling and Sculpture **two-three hours**
Advanced work in various sculptural media: metal casting, carving, constructions, etc. PR: 283 or consent of the instructor.

341. Graphics **two-three hours**
Introduction to various techniques in printmaking as an artistic expression. PR: 142 or consent of instructor. Offered the spring semester.

353. Elementary Art Education I **two hours**
Experiences and theory designed to prepare students to teach art on the kindergarten-primary level. Directed experiences in two and three dimensional media such as drawing, painting, poster, sculpture, and design using various media.

354. Elementary Art Education II **two hours**
The theories, philosophy, and methods of teaching art in elementary school. Experiences supplemented—with references to the needs of students in teaching grades 5-8.

355. Problems in Teaching Art I **two hours**
The student will define what an art problem is, define the teachable aspects of art, examine what motivation is in art and in connection with particular art problems, and produce some art objects utilizing media and materials generally obtainable in and around most elementary schools.

356. Problems in Teaching Art II **two hours**
The student will define what an art problem on the secondary level is, examine how skill and success are related in studio art, utilize art historical example, examine how art and society are related, define what is teachable in art, and select specific art problems in conjunction with the particular age level and interests of secondary students.

361. Painting in Oil **two-three hours**
Development of individual expression in painting. PR: 262 or consent of instructor.

362. Painting in Oil **two-three hours**
Continuation of 361. PR: 361 or instructor's consent.

363. Painting in Watercolor **two-three hours**
Introductory course in the fundamentals and techniques of watercolor. PR: 140, 141. 142 or instructor's consent.

364. Painting in Watercolor **two-three hours**
Continuation of 363 emphasizing individual creative development. PR: 363 or consent of instructor.

377. Italian and Northern Renaissance Art **three hours**
History of painting, sculpture, architecture, and the minor arts in Italy, the Netherlands, Germany, Spain, France, and England from circa 1400 A.D. to the nineteenth century. PR: Art 255. Offered once every three semesters.

378. Nineteenth Century and Contemporary Art **three hours**
History of art from the nineteenth century to the present with an analysis of art movements. PR: Art 255. Offered once every three semesters.

383. Ceramics **two-three hours**
Introduction to basic ceramic techniques; hand construction, potters wheel, glazing and kiln firing.

384. Ceramics **two-three hours**
Advanced work in ceramic sculpture, wheel thrown ceramics, glaze theory, kiln firing, and kiln construction. PR: 383 or instructor's consent.

431. Methods and Materials in Teaching Art **two hours**
Planning and application of problems for junior and senior high schools. Coordinated with the Education Department and the public schools. Designed for students who are practice teaching or for teachers in service. Taken during the Initial Performance Practicum.

461. Advanced Painting in Oil **two-three hours**
PR: Art 362 or consent.

462. Advanced Painting in Oil **two-three hours**
PR: Art 461 or consent.

463. Studio in Painting **two-three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: Art 362.

464. Studio in Ceramics **two-three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: Art 384.

465. Studio in Sculpture **two-three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits.

467. Area Studies **one-four hours**

468. Area Studies **one-four hours**

469. Area Studies **one-four hours**
A group of three courses intended to allow the student intensive or continued study in a particular area. These are elective courses and the consent of the instructor is required. A six-hour limit is imposed for each student. These courses are not eligible for substitution for required courses in the Art specialization. PR: Consent of instructor.

470. Senior Exhibit **one hour**
Required of all art majors during their senior year: to organize a formal gallery exhibition of works selected from their college work.

Biology

(Division of Science and Mathematics)

101. Introduction to Biology **four hours**
Introductory studies concerning the following areas: chemical and physical properties of the cell, genetics, and some attention given to ecological relationships. Three lectures and one two-hour laboratory per week. Not accepted toward fulfilling any biology degree requirements.

102. Introduction to Biology **four hours**
A study of plants and animals emphasizing basic life functions and their interrelationships to a changing environment. Three lectures and one two-hour laboratory per week. Not accepted toward any biology degree requirements.

103. Introduction to Environmental Biology **four hours**
Introductory studies involving class discussions and laboratory or field work in the principles of environmental biology. Designed primarily for the student interested in the problems of environmental concerns, the interrelations among organisms and their physical and chemical environments. Three lectures and one two-hour laboratory or field session per week.

150. Human Sexuality **three hours**
The study of the various aspects of human reproduction. Anatomical, physiological, ecological and sociological areas of reproduction will be covered. It is designed as a general education course for all students. Biology 150 will not be accepted toward fulfilling specific requirements for any degree in biology.

170. Anatomy and Physiology **three-four hours**
Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the processes leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, ner-

vous, reproductive, and endocrine systems as well as the interactions. Three hours lecture and one 2-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs, who will not take the lab.

199. Special Topics in Biology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Ornithology **three hours**

Lecture, field and laboratory studies on the anatomy, identification, migration, nesting and food habits of birds. Consideration is given to the economic, aesthetic and ecological significance. Two lectures and one two-hour field and/or laboratory periods per week.

205. Technical Microbiology **four hours**

Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and invasiveness of microbes; modes of disease transmission; resistance and immunity; and techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three lectures and one 2-hour lab per week. Biology 224 will not substitute for Biology 205 or vice versa.

210. Field Studies in Biology **three hours**

A survey stressing the taxonomy, distribution and habits of representative forms of the area. Special emphasis on collection, identification, and preservation of some of the more representative forms. One hour lecture and/or 4 hours of laboratory and field work per week. PR: 101, 102, or 103; or 219, 230.

215. Bio-Photography **two hours**

A course designed to familiarize students with the fundamentals of photography and its many applications in the field of biology, including photomicrography. Open to students who have an interest in both photography and biology. PR: 10 hours of biology courses.

219. General Zoology **four hours**

Introduction to the animal kingdom and to general principles applicable to Invertebrate and Vertebrate Zoology. Three lectures and one 2-hour laboratory per week.

220. Invertebrate Zoology **four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of the invertebrate animals will be presented. This course is designed for biology majors, minors and pre-professionals. PR: 219.

221. Vertebrate Zoology **four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of vertebrate animals will be presented. PR: 219.

224. Microbiology **four hours**

Three lectures and one two-hour laboratory each week. The techniques of isolating and identifying bacteria are considered. Attention is given to the several types of disease-producing microorganisms and methods of control. This is a general course designed to give the student an understanding of the importance of microorganisms in the life of man. PR: 230.

230. General Botany **four hours**

Two lectures and two two-hour laboratories each week. The first part of the semester is given to the study of the structures and functioning of the seed plant. The second part includes a survey of both lower and higher forms of plants with emphasis on reproductive structures. Basic to all other botany courses.

242. Bio-Ecology **three hours**

This course constitutes a study of the relationship of organisms to their environment. The edaphic, climatic, and biotic factors are given consideration. Human ecology and conservation are presented where pertinent. PR: 101, 102, or 103; or 219, 230.

245. Aquatic Ecology **three hours**

An introductory study of aquatic environment concerning the physical, chemical, and biological conditions of water with emphasis on the ecological principles and techniques related to the environmental effects and biota. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102 or 103; or 219 or 230.

250. Introduction to Entomology **three hours**

Two hours lecture and two (2) hours of lab and/or field work per week. Lecture, laboratory, and field studies on the anatomy, physiology, distribution, and identification of insects. Major emphasis will be placed on identification and economic importance.

285. Field Zoology **three hours**

Primarily for those who teach or intend to teach biology. This course aims to familiarize students with the animal life of the State in its natural surroundings and includes the collection, identification, and study of habits of the various forms found in this region. PR: 101, 102, or 103; or 219. Offered only in summer.

290. Field Botany **three hours**

Designed primarily for those students who plan to teach. The various groups of plants are considered in the field and laboratory with emphasis on the seed plants. Some attention is given to ecology. PR: 101, 102 or 103 or consent of instructor. Offered only in summer.

310. Cell Biology **three hours**

An introductory course in cellular physiology emphasizing functions common to all living forms of matter. The physical and chemical properties of protoplasm will be studied to show their relationship to structure, morphology, and development of cells and their significance in the life processes relating form and function. PR: Chemistry 101, 102 or Chemistry 105, 106.

320. Population Biology **three hours**

A study of life phenomena at the population level with emphasis on qualitative description and quantitative analysis of characteristics of natural populations. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102, or 103; or 219 or 230 or 242.

340. The Plant Kingdom **three hours**

Two lectures and one two-hour laboratory per week. This course deals with the structural characteristics of the great plant groups through the bryophytes. Their organization, development, and reproductive structures are considered in detail. Teaching materials are compiled and techniques are developed. There are field trips on occasion. PR: 230.

341. The Plant Kingdom **three hours**

Two lectures and one two-hour laboratory each week. Continuation of the Plant Kingdom 340, but may be taken as an independent unit. This course covers the vascular plants including the ferns, gymnosperms, and angiosperms. PR: 230.

342. Mycology **four hours**

The course constitutes a study of the development, morphology and taxonomy of the fungi and familiarizes the student with the relation of fungi to human affairs. Two lectures and two two-hour laboratories weekly. PR: 230.

350. Comparative Anatomy of Vertebrates **four hours**

Two lectures and two two-hour laboratories each week. The anatomical similarities and differences among representative vertebrate animals will be given to evolutionary structural advancements. PR: 221.

360. Biochemistry **three hours**

A study of the general principles of biochemistry including the metabolism of carbohydrates, proteins, and fats. Biosynthetic pathways, enzymatic mechanisms, biological

oxidation, and other aspects of the subject are considered. PR: Chemistry 305, Biology 230, 221, and 310. (Chemistry majors and minors by consent.)

370. Plant Physiology **four hours**

Two lectures and two two-hour laboratories each week. All of the physiological processes of plants are considered; ascent of sap, transpiration, food and biochemical synthesis, respiration, translocation, and growth and development. PR: 230, 310.

380. Introduction to Genetics **three hours**

Principles of inheritance; chemical nature, structure and function of genetic materials. Implications to population and human genetics. Two hours lecture and one two-hour laboratory per week. PR: 219, 230, and 310.

381. Principles of Evolution **three hours**

A study of the principles of organic evolution; physical, chemical and biological phenomena related to the understanding of the long term changing process of life. Two lectures and one two-hour laboratory per week. PR: 101, 102, or 103; or consent.

411. Histology **four hours**

Two lectures and two two-hour laboratory periods each week. An analysis of the arrangement of fundamental animal tissues to differentiate between cell types and study their relationships to each other in the functioning organism. Also, this course will include histological technique to give the student an introduction to the preparation of animal tissues for study. PR: 221 or 350.

415. Hydrobiology **four hours**

A study of the physical, chemical, and biological aspects of the various aquatic habitats. Emphasis is on the ecology of the various communities, with development of techniques in field ecology which may apply. Two lectures and two two-hour laboratory periods per week. PR: 210, 219, and 230 or consent.

418. Plant Pathology **three hours**

This course constitutes a study of the causal agents of plant diseases and their morphological and physiological effects upon the host. Consideration is also given to the control measures involved. Two lectures and one two-hour laboratory weekly. PR: 230 and 342 or consent of instructor.

420. Vertebrate Embryology **four hours**

Two lectures and two two-hour laboratories each week. This course offers an introductory study of the developments of the vertebrates. Emphasis of study is chiefly upon the frog, chick, and pig. PR: 221 or 350.

430. Plant Taxonomy **three hours**

Systematic survey of vascular plants with emphasis on family characteristics, identification, terminology, and general evolutionary relationships. Two lectures and one two-hour laboratory per week. PR: 341 or consent of instructor.

440. Plant Anatomy **three hours**

Two lectures and one two-hour laboratory each week. Attention is given to the fundamental tissue organization of the higher plants. Development and differentiation of cell type and structures are considered as they relate to the functioning of the organism as a whole. PR: 230.

450. Comparative Physiology **four hours**

A detailed study of the significance of the chemical properties of protoplasm in life processes including nutrition, respiration, circulation, excretion, nervous, reproduction and feed back mechanisms of control of synthesis, release, hyper and hypo conditions, chemical nature and effects of the secretions and synergistic interactions. Two lectures and two two-hour laboratory periods per week. PR: 310 and 350.

490. Seminar in Biology **one hour**

All biology majors, in the B.S. program either in their junior or senior year, will meet for one hour each week, for one semester. Each student will participate at least once during the term by reviewing a pertinent topic of biological significance for his fellow participants. PR: 20 hours of biological courses and consent.

495. Problems in Biological Sciences **two hours**

This course is designed for students who have interest in a specific problem in biology. It should not be used as a means of meeting requirements but rather as a research course that goes beyond the usual courses in developing the student. PR: 20 hours of biological courses and consent.

Business Administration

(Division of Commerce)

102. Introduction to Business **three hours**

A survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field. The student is provided, early in his college training, with the information of and preparation for the advanced courses in business to aid in choosing his major studies. Limited to the two-year secretarial and clerical curricula, non-majors, and four-year business education students.

103. Automotive Parts Dept. Management **three hours**

Theory-related instruction to supplement apprentice's on-the-job training. An in-depth study of parts numbering, storage, cataloging, retrieval, ordering, and stocking management techniques.

104. Automotive Service Dept. Management **three hours**

Theory-related instruction to supplement apprentice's on-the-job training. Topics include marketing techniques, financial analysis, personnel management, work scheduling and distribution, and use of pricing manuals.

141. Business Mathematics **three hours**

This course is designed to provide knowledge and skill in the computation of the practical problems of a business. The course content should form a sound basis for further study in the following areas: accounting, business finance, marketing, and related business subjects. Special emphasis will be directed to review of the basic arithmetic skills. Does not satisfy mathematics in General Requirements. Not open to students with credit for Math 205, unless fulfilling requirements for A.B. in Business Education. Not open to student with previous credit in Math.

199. Special Topics in Business **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

306. Business Law I **three hours**

A study of the nature and function of our legal system, courts, and procedure, including the law of contracts, agency, and partnership.

307. Business Law II **three hours**

Continuation of 306. Substantive law of corporation, sales, secured transactions, commercial papers, and the legal basis of property as applied to business situations. Business 307 will not satisfy three hours requirement in the teaching fields in Business Education. PR: Bus. 306.

310. Statistics **three hours**

The course includes computation of statistical measurements, methods of collecting and analyzing data, and the interpreting of results.

340. Aerospace Management and Leadership I **three hours**

An intensive study of general management principles, policies, and practices, emphasizing the human relations/interpersonal communications aspect with specific reference to the structured environment of the Armed Services. PR: See requirements under the U.S. Air Force ROTC section of this catalog. Note: This course will NOT meet the requirements for any major or minor; it is a free elective only.

341. Aerospace Management and Leadership II **three hours**

A continuation of Business 240. Note: This course will NOT meet the requirements for any major or minor; it is a free elective only.

360. Real Estate Principles and Practices **three hours**

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination.

361. Real Estate Law **three hours**

A study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and regulations thereof. The object of the course is to equip the student to analyze the legal consequences of various legal relationships and legal transactions, and to determine when an attorney should be consulted. PR: Business 360 or consent of instructor.

362. Real Estate Appraisal **three hours**

An examination of the nature of real property value, the functions and purposes of appraisal, the functions and methods of estimating value with emphasis on residential market value. The objective of the course is to equip the student with minimum knowledge and skills necessary to demonstrate application of cost, income, and market data approaches to real property value. PR: Business 360 or consent of instructor.

370. Risk Management **three hours**

Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, risk, requisites of insurable risks, deductibles, valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

371. Property and Casualty Insurance **three hours**

The course emphasis is placed on understanding coverages, policy provisions and concepts common to casualty and property insurance. Property and casualty contracts and forms studied are those common to the industry. PR: Business 370.

372. Life Insurance **three hours**

This course is designed primarily for students wishing an in-depth study of life, health, estate planning and annuity contracts. The law of contracts and agency, policy provisions and contents will also be studied. PR: Business 370.

380. Principles of Bank Operations **three hours**

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

381. Management of Commercial Bank Funds **three hours**

This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are spelled out so that this course is useful to bankers in institutions of all sizes.

382. Credit Administration **three hours**

This course, directed toward the executive level, concerns itself with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investi-

gation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.

383. Bank Investments **three hours**

This course will provide the student with the background to understand the relationship between bank and investment policy and other functional areas of banking. Subjects covered will be the nature of risk, liquidity and yield, and how they are measured. PR: Bus. 380.

384. Bank Management **three hours**

This course presents principles and new trends which have emerged in the philosophy and practice of bank management. The study and application of the principles provides the student with a working knowledge of bank management. The course touches on banking objectives, planning, structure, control, and the interrelationship of various bank departments. PR: Bus. 380.

385. Analyzing Financial Statements **three hours**

This course will provide the student with the necessary techniques and tools to evaluate the financial conditions and operating performance of a modern business. The course will cover financial statement analysis, financial and business funds flow, and techniques of analyzing financial statements. PR: Bus. 201, 202, and 380.

386. Real Estate Finance **three hours**

This course provides a background in the various real estate mortgage credit operations of commercial banks. The following broad areas of real estate will be covered: mortgage loans, financing of residential property, financing of special purpose property, and the administrative tasks common to most mortgage departments. PR: Bus. 380 or Bus. 360.

387. Bank Simulation **three hours**

This course utilizes a detailed computer model to simulate the operations of a 500 million dollar commercial bank. The student will be faced with running the bank in a competitive society and a changing economy. The course is designed to give the student an understanding of the interrelationships of the various functions of banking. PR: Bus. 380, 383, 384 and Econ. 303 or approval of instructor.

401. Business Finance **three hours**

This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions. PR: Accounting 201, 202.

408. Business Internship **three hours**

The internship places students in part-time jobs which will significantly broaden their understanding of accounting, marketing, or management. Interested students will be exposed to business problems, but outside the normal classroom environment. The nature of the student's work must require analytical problem solving, or other creative skills. An internship should require approximately 12-15 weeks. All interested students must first obtain a faculty member's written endorsement before being eligible for the internship. PR: 17 hours of Business and/or Economics.

410. Investments **three hours**

A study of the principles of investment procedures and practices to follow in investing money.

440. Aerospace Studies **three hours**

The course examines military professionalism and existing patterns of civil-military relations, analyzes the international and domestic environments affecting U.S. defense policy, examines the post-World War II development of defense strategy and the methods of managing conflict. Students will prepare individual and group presentations for the class, write reports, and participate in group discussions, seminars, and conferences. This course includes a one-hour leadership lab.

441. Aerospace Studies **three hours**

This is a continuation of Business 440. This course includes a one-hour leadership lab. PR: 340, 341, 440, or consent.

449. Directed Readings in Business and Economics **three hours**

Based on their interests, students will select books from a current reading list prepared by the commerce faculty. Following a critical review of each book, the student will report and discuss its contents and implications with a faculty reader. The number of books read by each student during the semester will depend on the degree of difficulty of the books and the level of student understanding. PR: Open only to senior business majors with 24 hours of business or economics, 3.0 grade point average, and consent of the course coordinator.

450. Practicum **three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of business. Earned hours may count as electives only for major and minor field requirements.

Business Education

(Division of Commerce)

101. Beginning Typewriting **two hours**

A beginning course in the operational fundamentals of the typewriter. This course includes basic machine operations, development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, personal business letters, announcements, simple manuscripts, rough drafts and proofreader's marks. This course is for those who have had no previous typewriting training or who have inadequate skills to enroll in more advanced courses.

102. Intermediate Typewriting **two hours**

This course includes the development of speed, control, and sustained typing, business letters, envelopes, tabulated reports, manuscripts, and simple business forms. PR: Bus. Ed. 101, consent of instructor or high school typing courses.

103. Records Management **two hours**

Designed to provide a foundation in the latest methods and systems of retrieving information and the management of a company-wide records system. Attention is also given to the equipment and supplies available for housing information. Actual practice is provided in alphabetic, subject, numeric and geographical filing systems.

199. Special Topics in Business Education **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Beginning Shorthand **four hours**

Beginning course in shorthand. Introduction of theory and brief forms of Gregg Series 90 Shorthand. Emphasis is on reading and writing of shorthand at 60 words per minute. Spelling, punctuation and sentence structure are stressed. This course is for students who have had no previous shorthand training or for those whose skills are inadequate for more advanced courses.

202. Intermediate Shorthand **four hours**

Continuation of Bus. Ed. 201. Emphasis is on the writing of shorthand from dictation at a minimum of 80 words per minute. Spelling, punctuation and sentence structure are stressed. PR: 201 or Department Placement Test.

204. Secretarial Accounting **three hours**

Designed to meet the needs of the two-year secretarial student. Training is provided in the fundamental accounting procedures that will be encountered by the secretary. The understanding and interpretation of accounting principles are developed.

211. Advanced Typewriting **two hours**

The problems typed are in related project form and sample the papers prepared in executive, accounting, professional, and government offices. Emphasis is given to composing business communications and to developing decision-making ability. PR: Bus. Ed. 102.

212. Executive Typewriting **two hours**

This course focuses primarily on the advanced typing problems that executive secretaries are expected to solve expertly. The problems start at a modest level of challenge and progress to those requiring high-level skill and decision-making. PR: Bus. Ed. 102, 211.

213. Legal Typewriting **two hours**

The objective of this course is to establish the maximum typewriting rate and 100% accuracy required for a legal secretary. Emphasis will be placed on the typing of legal correspondence, legal papers, and court documents. PR: Bus. Ed. 102, 211.

214. Medical Typewriting **two hours**

The objective of this course is to establish the maximum typewriting rate required for a medical secretary. Instructions will include preparations of medical reports, articles, and case histories. PR: Bus. Ed. 102, 211.

251. Business Communications **two hours**

An analysis of the physical mechanics of the business letter. This course includes the study of grammar, punctuation, and spelling, and the application of these principles in writing effective business letters.

301. Advanced Shorthand and Transcription **four hours**

Emphasis in on the writing of shorthand at a minimum of 100 words per minute and reproducing mailable transcripts. Spelling, punctuation, and sentence structure are stressed. A complete review of brief forms and derivatives is included. Sustained dictation and transcription of a departmental business vocabulary are emphasized. PR: Bus. Ed. 202 or two years of high school shorthand and departmental placement test.

302. Advanced Shorthand and Transcription **four hours**

A continuation of Bus. Ed. 301. Emphasis is on dictation at a minimum of 120 words per minute and producing mailable transcripts. Sustained dictation and transcription of a vocational vocabulary are emphasized. PR: Bus. Ed. 301.

304. Advanced Medical Shorthand and Transcription **four hours**

Designed to give additional practice in spelling and pronunciation of medical terms in addition to developing skill in medical shorthand outlines. Facility in medical dictation and transcription of letters, reports, and records will be emphasized. PR: Bus. Ed. 301.

307. Advanced Legal Shorthand and Transcription **four hours**

Designed to give additional practice in spelling and pronunciation of legal terms in addition to developing skill in legal shorthand outlines. Facility in legal dictation and transcription of letters, reports, and records will be emphasized. PR: Bus. Ed. 301.

311. Office Machines **two hours**

An orientation and practice course for students in the Business or Business Education area. Approximately two-thirds of the course time is given to practice with adding-listing, rotary, electronic calculators, bookkeeping machines, and spirit and ink process duplicating machines.

314. Executive Dictation and Transcription **two hours**

A course which combines the skills of shorthand, typewriting, and English required in the process of producing typewritten manuscripts. Practice is given on materials designed to fuse these primary skills in order to develop vocational stenographic competency. Transcription from pre-recorded dictation is also included. PR: Bus. Ed. 202, 301.

315. Legal Dictation and Transcription **two hours**

The course objectives are to develop the student's ability to use dictating equipment and to transcribe from pre-recorded legal dictation. Attention is also given to legal vocabulary development. PR: Bus. Ed. 102, 211, 213.

316. Medical Dictation and Transcription **two hours**

The course objectives are to develop the student's ability to use dictating equipment and to transcribe from pre-recorded medical dictation. Attention is also given to medical vocabulary development. PR: Bus. Ed. 102, 211, 214.

317. Medical Machine Transcription **two hours**

The course objectives will be to enable the student to refine the ability to transcribe pre-recorded medical dictation and to further medical vocabulary and knowledge of medical procedures. PR: Bus. Ed. 102 or 35 words per minute typewriting speed.

340. Principles of Word Processing **three hours**

This course will provide instruction in word-processing theory and concepts, procedures, and personnel management, as well as practical training and development of proficiency in the operation of specialized typewriters, such as the IBM Electronic, Executive, and automated typewriters, and display text-editing equipment. PR: English 108 or 109, Business Education 211 and 251.

351. Executive Office Procedures **three hours**

The objectives of this course are to familiarize the student with references necessary for this occupation and to provide challenging problems that will require the student to think, analyze, research, set priorities and schedules, and consult with outside authorities.

352. Directed Office Experience **two hours**

A practical course with actual experience in an office. A total of 140 hours of supervised office work is required. Business teacher education students are required 200 hours, for which 60 previously worked hours may be accepted. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours. Two-year students should plan to take this course their last semester in college; the A.B. or B.S. majors should plan to take this course their junior year. PR: Bus. Ed. 211, 301, 351, 2.0 average in major, minor, and overall, i.e., for all work attempted.

353. Legal Office Procedures **three hours**

The purpose of this course is to provide helpful background information concerning law theory and practice, an understanding of basic legal and office forms in a style that is universal, and general procedures. PR: Bus. Ed. 251, 213.

354. Legal Office Experience **two hours**

The feature of this course is supervised, on-the-job training in either a lawyer's office or in the legal department of a company. The minimum clock hours required will be 140. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable legal office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. PR: Bus. Ed. 213, 301, enrolled in or credit for 353.

355. Medical Office Procedures **four hours**

This course acquaints the student with common types of office equipment, effective techniques of public relations, efficiency in processing paperwork, and assisting the physician in caring for patients. PR: Allied Health 100, Bus. Ed. 251, 214, 301.

356. Medical Office Experience **two hours**

The feature of this course is supervised, on-the-job training in either a physician's office, hospital or clinic. The minimum clock hours required will be 140. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable medical office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. PR: Bus. Ed. 214, 301 enrolled in or credit for 355.

431. Methods and Materials in Teaching Business Education **two hours**

A study is made of the latest methods, procedures, and techniques of teaching the skilled and nonskilled Business Education courses. Audio-visual aids and equipment available for the teaching of the subject will be discussed. To be taken as part of the Initial Performance Practicum.

Chemistry

(Division of Science and Mathematics)

101. General Chemistry **four hours**

Three lectures and one three-hour laboratory. A study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. No PR but an understanding of simple algebra is needed.

102. General Chemistry **four hours**

Three lectures and one three-hour laboratory. An extension of chemistry 101 with emphasis on specific areas of application. This course includes an introduction to organic chemistry and biochemistry, dealing with typical compounds and important reactions. Other typical applied areas include air and water pollution, reduction of important ores, synthetic polymers, toxic materials and their actions, and nuclear chemistry. PR: Chemistry 101.

103. Modern Chemistry **four hours**

Three lectures and one three-hour laboratory. This course is designed to provide background for those students who take Chemistry 101 and 102 and then decide to take additional chemistry. It comprises principles of chemical kinetics, equilibrium, electron-transfer processes, and theories of chemical bonding. PR: 102. Can be taken concurrently with 205 or 305.

105. Chemical Principles **five hours**

Three lectures and two three-hour laboratories. A study of inorganic and elementary physical chemistry based on modern chemical concepts, including Stoichiometry, Atomic and Molecular Structure, Periodic Properties, Phase Relations Solution Chemistry, Chemical Equilibrium and Kinetics, Electrochemistry, and Nuclear Chemistry. Qualitative Techniques and an introduction to computer programming is included in the laboratory. PR: One unit of high school chemistry.

106. Chemical Principles **five hours**

Three lectures and two three-hour laboratories. Continuation of Chemistry 105. PR: Chemistry 105.

199. Special Topics in Chemistry **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

205. Analytical Chemistry **four hours**

Two lectures and two three-hour laboratories. Classical methods of chemical analysis with emphasis on quantitative techniques. Also includes theory of acid-base, precipitation, and oxidation methods, molecular structure, and an introduction to electrochemistry. PR: Chemistry 106, or 103 concurrently.

206. Instrumental Analysis **five hours**

Three lectures and two three-hour laboratories. Theory of and practical experience in the use of modern chemical instrumentation. Includes Spectroscopic, Chromatographic, Electrochemical, and Radio-chemical methods. PR: Chemistry 205.

305. Organic Chemistry **four-five hours**

Three lectures and one or two three-hour laboratories. A systematic study of organic chemistry with emphasis on kinetic behavior, structural relationships, and reaction mechanisms. Includes the study of all major classes of organic compounds and functional groups. Chemistry majors and minors must take the five-hour course; others may elect either the four- or five-hour course. PR: Chemistry 106, or 103 concurrently, or 102 and consent of instructor for four hours only.

306. Organic Chemistry **four-five hours**

Three lectures and one or two three-hour laboratories. Continuation of Chemistry 305. PR: Chemistry 305.

340. Physical Approach to Modern Chemistry **three hours**

Three hours lecture per week. A study of elementary physical chemistry embracing the concepts without the utilization of calculus. This course is designed to provide the background necessary to teach the new high school courses in chemistry, physics and physical science, and it also provides valuable background for biology and pre-professional students. PR or corequisite: Chemistry 205 or 305.

401. Independent Study and Research **two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

402. Independent Study and Research **two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

403. Independent Study and Research **two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

405. Physical Chemistry **four hours**

Three lectures and one three-hour laboratory. A rigorous study of Kinetics, Thermodynamics, Quantum Mechanics, Phase Equilibria, Electrochemistry, and Nuclear Chemistry. PR: Chemistry 206, Chemistry 305, Mathematics 315, and Physics 102.

406. Physical Chemistry **four hours**

Three lectures and one three-hour laboratory. Continuation of Chemistry 405. PR: Chemistry 405.

440. Intermediate Organic Chemistry **three hours**

Three lectures. An advanced study of organic reaction mechanisms. PR: Chemistry 306.

450. Intermediate Inorganic Chemistry **three hours**

Three lectures. An advanced study of inorganic reactions, coordination compounds, and theories based on quantum mechanical principles. PR: Chemistry 340 or 405.

460. Seminar **one hour**

Each chemistry major should register for seminar one semester, preferably during his senior year. PR: Consent of Instructor.

Criminal Justice

(Division of Social Science)

100. Introduction to Criminal Justice **three hours**

Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the processes of the administration of criminal justice.

101. Police Operations **three hours**

Introduction to the police function as performed in American police departments; the nature and responsibilities of the police function are discussed and evaluated; tradi-

tional procedures are questioned and improvements sought. Interrelationships of various police divisions are also scrutinized.

199. Special Topics in Criminal Justice **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Criminalistics **three hours**

A course designed to give the student a basic knowledge of crime scene collection, preservation and identification of evidence, including proper search, fingerprints, casting, use of the crime lab and crime detection. The course will include the scientific fact finding approach in the collection of data.

201. Traffic Law Enforcement **three hours**

A study of the traffic control function as a part of the police role. Special attention to the functions and actual roles being played by various law enforcement agencies with emphasis upon the techniques of traffic law enforcement will be presented.

202. Principles of Criminal Law I **three hours**

Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

204. Police Defense Tactics **two hours**

The student will be exposed to the methods of physical protection, that includes the techniques of baton use, disarmament and defense techniques.

205. Natural Resources Laws **three hours**

A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement.

206. Introduction to Corrections **three hours**

A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individual as well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

209. Firearms I **two hours**

The moral aspects, legal provisions, safety precautions, restrictions covering the use of firearms; nomenclature, and the firing of sidearm and shotgun. PR: L. E. major or minor and instructor's consent.

210. Firearms Lab **one hour**

The course content will include practical skill development in the use of a handgun with emphasis on the principles of decision shooting.

211. Field Service Internship **three hours**

A supervised work experience with an assigned law enforcement agency for purposes of increasing understanding of law enforcement administration and operation. Under agency and college supervision, students will be provided with the opportunity to apply academic education to agency operation.

212. Abnormal Behavior and Crisis Intervention **three hours**

A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed.

236. Criminal Investigation **three hours**

Fundamentals of investigation; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation.

240. Adjudication Process **three hours**

Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees.

246. Criminal Evidence and Procedures **three hours**

Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus upon the case study approach.

302. Principles of Criminal Law II **three hours**

This is a continuation of Principles of Criminal Law I, which will include the interpretation of criminal statutes and the study of criminal intent.

310. Public and Police Administration **four hours**

Principles of administration and management of the police operation and its application to public safety needs of the community. Responsibilities and interrelationships of administrative and line-and-staff services.

315. Business and Industrial Security **three hours**

The role of security and the security industry in criminal justice; administrative, personnel, and physical aspects of the security field; loss prevention management in proprietary and governmental institutions, variations in physical security systems.

316. Community Relations in C.J. **three hours**

Problems in citizen relations; treatment of victims, witnesses and jurors; citizen involvement in the criminal justice process; community resources related to criminal justice programming.

320. Criminology **three hours**

The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.

335. Analysis of Police Operations **three hours**

Problems of police organization and management; the allocation of police resources; information systems; community relations concerns; determinants of police policy.

355. Analysis of Correctional Operations **three hours**

Problems of management of the correctional process; programming, security, information systems, reports, case management, evaluation progress; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole.

401. Independent Study **one-three hours**

Surveys and applied research as approved by student's major adviser.

402. Special Issues in Criminal Justice **three hours**

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty.

410. Research in Criminal Justice **three hours**

Interaction of theory, research, and practice in the criminal justice process; purposes and limits of research; introduction to research design, data collection, analytic techniques, data processing resources, and preparation of research reports.

411. Field Practicum **three-twelve hours**

A supervised professional study conducted in the criminal justice field setting.

420. Juvenile Justice Process **three hours**

Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles—philosophy and practice; treatment procedures.

425. Evaluation of the Criminal Justice System **four hours**

Discussion and evaluation of criminal justice policies and practices with a focus upon crime prevention as the goal of the system; presentations by criminal justice officials; evaluation of career opportunities; preparation of senior research paper.

495. Seminars in Criminal Justice Management **one-three hours**

Workshops designed for personnel staffing management positions in the criminal justice system; focus upon solutions to particular administrative problems.

Economics

(Division of Commerce)

199. Special Topics in Economics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Economics **three hours**

The general education course in the field of economics. It is intended to introduce the student to the broad field of economics, including materials from both macro- and microeconomics. Primarily, the course instructs the student in how our economic system operates. Some attention is given to other economic systems. Not open to students with credit from Economics 201.

201. Economic Principles and Problems (for those meeting the requirement of six hours in Economics) **three hours**

The course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems. Not open to students with credit for Econ. 200.

202. Economic Principles and Problems (for those meeting the requirements of six hours in Economics) **three hours**

This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR: 201 or 200.

301. Intermediate Economic Analysis: Microeconomics **three hours**

Consumer demand, the supply function, and market pricing with various degrees of competition oriented to the viewpoint of the individual firm and the industry of which the firm is a part are examined from a theoretical point of view. PR: 201, 202.

302. Intermediate Economic Analysis: Macroeconomics **three hours**

National income, as a measure of economic activity, is descriptively and theoretically analyzed. Examination of theories of consumption and investment spending including monetary demand and supply are integrated with current economic problems to explain the level of employment and prices. PR: 201, 202.

303. Money, Credit, and Banking **three hours**

An intensive study of money and credit principles with an analysis of their effects upon prices. History of banking. Banking principles and practices. PR: Economics 201, 202.

305. Economics of Labor **three hours**

A review of labor history with emphasis on the aims and methods of labor organizations, the theories of wages, and the current trends in labor-management relations. PR: 201, 202.

307. Personal finance **three hours**

A study of the problems a consumer must face in his or her day-to-day buying and living. It includes a brief survey of budgets, life insurance, investments, managing personal finance, buying services, and other problems of the consumer. PR: 201, 202.

405. Economic Analysis **three hours**

As well as giving the upper class student some advanced economic analysis, the course is designed to demonstrate the applicability of economic principles and theory to a wide range of important social issues. The student will be encouraged to use the tools of economic analysis to generate possible solutions to problems found not only in commerce but also in other areas of modern society. PR: 201, 202.

406. Guided Economic Study **one-three hours**

Intensive reading, research, and study in current literature and documents in regard to a selected economic problem or group of problems. The field of study will be one in which the student has a special interest. All work will be done individually and the class will be conducted by conferences with each student. PR: 17 hours of Economics, Business, and Social Science courses.

450. Practicum **three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of economics. Earned hours may count as electives only for major and minor field requirements.

Professional Education

(Division of Education)

199. Special Topics in Education **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Education **two hours**

An overview of the profession to provide the student with the information prerequisite for formulating a realistic career decision and a professional commitment to teaching. It is a prerequisite for Education 302. It is recommended that students take this course second semester of the freshman year. A laboratory experience in a school is required.

220. Areas of Exceptionality in Special Education **three hours**

A guided survey of the areas of exceptionality in the field of Special Education (emotionally disturbed, physically handicapped, speech and language, visually impaired, hearing impaired, mentally retarded, gifted, and learning disabled), and the historical-philosophical and political-sociological foundations related to exceptional children. The laboratory component of the course is designed to give experience in the areas of exceptionality through observation and limited participation in these areas.

221. Education of Exceptional Children **three hours**

A survey of Special Education designed to acquaint the student with the research issues, assessment devices and classroom management techniques. The laboratory component highlights these aspects of Special Education. PR: Ed. 220 or consent of division head.

250. Foundations of Education **two hours**

An analysis of the foundations of education with special emphasis on the historical, philosophical and sociological bases of American education. Attention is directed to the emergent nature of the system. Students should enroll in this course in their sophomore year.

300. The Reading Process **two hours**

Examines the components of reading with emphasis placed upon word attack skills, reading comprehension and factors which affect reading progress. Should be taken concurrently with Education 303 and 304 in junior year. PR: Education 200, 250 and 302.

302. Human Growth and Development **three hours**

An analysis of human growth and development from birth through adolescence. The influence of heredity and environment on the development of personality and behavior and their implications. Observations of school age children are required. PR: Education 200, 250 and 58 or more semester hours with a C average.

303. Educational Psychology **three hours**

A representative survey of psychology emphasizing the examination of prominent learning theories as they relate to the teaching-learning act. Observations in the schools are required. PR: Education 200, 250, 302, Admission to Teacher Education and 76 or more semester hours.

304. Developmental Reading **two hours**

A study and application of teaching methods, materials and resources in the development of various reading skills. Should be taken concurrently with Education 300 and 303 in the junior year.

309. Early Education Curriculum **three hours**

Materials and methods integrating communication arts, social education, quantitative concepts, problem solving, scientific inquiry, movement and creative expression for the young child (age 3-5 years) in an educational setting. A laboratory experience is required. Offered during fall semesters only.

310. Organization and Administration of Early Education **three hours**

Program design and management, school-parent-community relations and influences affecting early education programs in varied educational environments. A laboratory experience is required. Offered during fall semesters only.

311. Behavior Disorders **three hours**

An in-depth investigation of the field of behavior disorders. Emphasis is placed on characteristics, etiology, history, educational strategies, current research, auxiliary agencies and educational assessment of children who are emotionally disturbed. A laboratory experience assists students in synthesizing the course content. PR: Education 220 or consent of the division head.

314. The Gifted and Talented **three hours**

A survey of the field of educational opportunities for the gifted and talented. Emphasis will be on characteristics of the children, identification and assessment techniques, current research and issues in the field, as well as educational strategies involving school personnel, parental, professional, and governmental agency involvement with the programs. PR: Education 220 or consent of the division head.

317. Specific Learning Disabilities **three hours**

An overview of the field of Specific Learning Disabilities. It analyzes the definition, characteristics and causes of specific learning disabilities. Emphasis is placed on learning development, specific legislation, programs, contemporary issues, and agencies relating to specific learning disabilities. A laboratory experience assists the student in synthesizing the content of the course. PR: Education 220 or consent of the division head.

320. Education of the Mentally Retarded **three hours**

Analysis of the definition, characteristics, and causes of mental retardation. Emphasis is placed on learning and development, intelligence, specific legislation, programs and the various social agencies related to retardation. A laboratory experience is required. PR: Education 220 or consent of division head.

321. Diagnosis, Prescription and Assessment Techniques in Special Education **three hours**

An in-depth investigation of the diagnostic and assessment procedures and instruments utilized in the identification and evaluation of exceptionalities. The laboratory components requires involvement in diagnosis and assessment of exceptional children. PR: Education 220, 221, 311 or 314 or 317 or 320.

322. Curricula Approaches, Materials and Methods for the Mentally Retarded **three hours**

An investigation of curricular approaches, materials and methods utilized in reading, perception, speech and language, spelling and handwriting. The laboratory requires active participation in a classroom setting for the mentally retarded and examination of instructional materials. PR: Education 220, 221, 320 and 321 or consent of divison head.

323. Curriculum Development for Gifted Children **three hours**

An investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials and methods utilized in teaching gifted children. The laboratory component of the course features active participation in a classroom setting for gifted students. PR: Education 220, 221, 314 and 321.

324. Curriculum Development for SLD Children **three hours**

An investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials and methods utilized in teaching children with specific learning disabilities. The laboratory component of the course features active participation in a classroom setting for learning disabled students. PR: Education 220, 221, 317, and 321.

325. Curriculum Development for Behavior Disordered Children **three hours**

An in-depth investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials, and methods that can be utilized with students who are exhibiting maladaptive behavior patterns and are experiencing social and academic failures. PR: Education 220, 221, 311 and 321.

402. Mathematics in the Elementary School **two hours**

Emphasizes current materials and methods of instruction in elementary school mathematics and utilizes the psychological base of mathematics learning to relate mathematics content to methodology and methodology to children. PR: Admission to the I.P.P.

403. Language Arts in the Elementary School **two hours**

Examines current materials and methods of instruction in the elementary school with major emphasis upon creative utilization of available materials and techniques in listening, handwriting, spelling and composition. PR: Admission to the I.P.P.

404. Social Studies in the Elementary School **two hours**

A study of the objectives, materials, organization and instructional techniques in the social studies appropriate to the elementary school program. PR: Admission to the I.P.P.

405. Corrective Reading **two hours**

A basic course in the causes of reading difficulties, diagnostic procedures and prescriptive techniques with emphasis on corrective methods and materials. PR: Admission to I.P.P. and Education 300 and 304.

420. Student Teaching Experience (Elementary) **six hours**

Full-time involvement in the teaching-learning act in a public elementary school setting. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

421. Student Teaching Experience (Grades K-12) **three hours**

Full-time involvement in the teaching-learning act in a public elementary school setting. Students will observe, participate and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

422. Student Teaching Experience (Grades K-12) **three hours**

Full-time involvement in the teaching-learning act in a public secondary school setting. Students will observe, participate and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

424. Educational Technology **three hours**

Through direct experiences in utilizing and producing the latest educational equipment/materials, students identify the need for utilizing media, the characteristics and special needs of students to be served by them, and the basis for selecting the material to achieve the planned objectives of instruction. PR: Education 302, 303 and/or consent of the division chairperson. Offered during the fall semester only.

430. Reading Instruction in the Secondary Content Area **two hours**

Develops understanding of the reading skills essential to the content subjects and instructional techniques for extending reading skills in those areas. PR: Admission to the I.P.P.

432. Evaluation Techniques in the Secondary School **two hours**

Acquaints students with the basic principles and practices of student assessment through the use of standardized and teacher-made tests. Simple statistical treatments of both types of test are included. PR: Admission to the I.P.P.

433. Instruction in the Secondary School **three hours**

Involves the student in planning and implementing effective instructional strategies, understanding principles of classroom management and control, and personalizing an approach to instruction for use in the student teaching experience. PR: Admission to the I.P.P.

440. Applied Practicum in Mental Retardation **three hours**

A field-research practicum involving the prospective teacher, through analogous and equivalent practice, in diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issues are identified via action research, both in the field and laboratory. PR: Education 220, 221, 320, 321, and 322.

441. Practicum—Specific Learning Disabilities **three hours**

A field-based practicum intended to involve the teacher trainee as a student aide in a specific learning disability classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for SLD children. PR: Education 220, 221, 317, 321, and 322.

442. Practicum—Gifted Education **three hours**

A field-based practicum intended to involve the teacher trainee as a student aide in a gifted classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for gifted and talented children. PR: Education 220, 221, 314, 321, and 323.

443. Practicum—Behavioral Disorders **three hours**

A field-research practicum intended to actively involve the teacher trainee, through analogous and equivalent practice in the application and synthesization of previously learned concepts. Emphasis is placed on diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issue are identified via action research, both in the field and laboratory. PR: 220, 221, 311, 321 and 325.

450. Student Teaching Experience (Secondary) **six hours**

A full-time involvement in the teacher-learning act in a public secondary school setting. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

470. Student Teaching Experience in Mental Retardation **three hours**

A minimum four-week full-time student teaching experience in an appropriate public school setting. The experience emphasizes application of essential concepts and skills in designing instructional approaches for the mentally retarded. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

471. Student Teaching in SLD **three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified SLD program with a licensed teacher in Specific Learning Disabilities. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Specific Learning Disabled Students. PR: All coursework in the program.

472. Student Teaching in Gifted **three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified gifted program with a licensed teacher in Gifted. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice

through the application of those skills essential in designing and implementing instructional approaches for Gifted Students. PR: All coursework in the program.

473. Student Teaching in Behavioral Disorders **three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified program with a licensed special education teacher. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those concepts and skills essential in designing instructional approaches for the behaviorally disordered.

Electronic Data Processing

(Division of Commerce)

100. Introduction to Electronic Data Processing **three hours**

Three hours lecture and discussion per week. This course will provide an introduction for the major and minor in Electronic Data Processing as well as a familiarization course for those students not continuing in the field. The course will cover the nature of data processing with an emphasis on EDP systems. Students will be introduced to the steps in data processing, computer hardware, programming languages, computer software, and data processing applications. Skill in computer programming with the language "BASIC" will be developed. PR: None.

103. FORTRAN Programming I **four hours**

An introduction to FORTRAN from basic I/O and control statements through arrays and subscripting. Programming is accomplished through interactive processing. Primary emphasis is placed on language competency and programming in the FORTRAN language with students preparing projects for computer solution. Three hours lecture and two hours lab per week. PR: EDP 100 or consent of instructor.

104. Introduction to COBOL Programming **four hours**

Three hours lecture and two hours lab per week. The introductory course for the major business programming language. Students will learn the COBOL language organization and be given practice in planning, writing, and processing COBOL programs. The COBOL language will require the development of a complete understanding of data, records, and files. PR: EDP 100 or consent of instructor.

105. Electronic Data Processing Consulting **one hour**

The student will provide program consulting for students enrolled in EDP 100, EDP 103, or EDP 104. The service will be performed in the computer terminal room of the Computer Center for one three-hour period each week of the semester. The service will be restricted to assistance with terminal operation and programming problems that involve terminal software, language syntax or interpretation of error diagnostic messages. There will be regular weekly meetings with the instructor in charge to discuss problems. PR: EDP 103, 104.

199. Special Topics in Electronic Data Processing **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Assembler Programming **four hours**

Three hours lecture and two hours lab per week. The development of understanding and skill in computer programming at the assembler level. Students will become more familiar with the internal operation of the computer, computer language, and programming efficiency. Data processing jobs are planned, and processed using the assembler language available on the computer system. PR: EDP 100, 103, 104 or consent of instructor.

203. FORTRAN Programming II **four hours**

Three hours lecture and two hours lab per week. Advanced course in programming and applications using the FORTRAN language. The student's knowledge and skills are de-

veloped to a level of sophistication that will allow immediate employment as a beginning programmer in the language. Course develops programming efficiency and advanced techniques. PR: EDP 103.

204. Advanced Programming **four hours**

Three hours lecture and two hours lab per week. Advanced course in programming and application using the COBOL language. The student's knowledge of COBOL is developed to a level of sophistication in the language. Course develops programming efficiency and advanced techniques. PR: EDP 104.

205. PL-1 and RPG **four hours**

Three hours lecture and two hours lab per week. An introduction to procedural languages, PL-1 and RPG. The basic languages will be developed and provide the student an opportunity to process jobs in each language. PR: EDP 103, 104.

220. Business Systems **three hours**

The analysis and design of computered systems for handling the data processing requirements of a typical business. Topics discussed include information flow, data base design, systems integration, system security and controls. Various case studies are used to illustrate the analysis/design techniques. PR: EDP 103 and 104 or consent.

230. EDP Special Project **four hours**

The course may be taken during the summer or the last semester. Independent work will be required by the student with an area computer installation or in the college computer center. Practical application and experience with a data processing project for which the student will have total responsibility. The student and program director will agree on the nature of the project necessary to satisfy the requirement. PR: EDP 103, 204 or concurrent registration.

Emergency Medical Services

(Division of Allied Health)

101. Techniques of Emergency Medical Services **four hours**

The study of the techniques of emergency medical services including medical aid for trauma and illness victims, principles of auto extrication, rope work, and radio communications. Classes are conducted in both the classroom and in field experience. Medical block 44 clock hours, rescue rope work 24 clock hours, communication 24 clock hours for a total of 92 hours.

105. Specialized Rescue Techniques **three hours**

Study of rescue systems with emphasis in extrication. Advanced training in auto extrication, rigging, knot tying, tunnel rescue, etc. Provide knowledge in rescue equipment, limitations of use and maintenance.

199. Special Topics in Emergency Medical Services **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Advanced Emergency Care **four hours**

A course devoted to the clinical phase of training. During this course the student will learn the application of various types of equipment and work within the hospital setting in critical care units.

201. EMS Practicum **four hours**

In addition to clinical training, the student is instructed in the management of more specialized emergency situations, such as defibrillation, administration of intravenous fluids and drug therapy.

English

(Division of Language and Literature)

104. Written English **three hours**

Training in writing and speaking good English, including a short review of grammar, sentence structure, and punctuation; attention to the organization and development of thought, both in student compositions and in expository reading material; guidance in the use of reference books. Laboratory work will be required of those who do not meet certain minimum standards in English.

108. Advanced Written English **three hours**

A continuation of English 104 which stresses rhetorical principles. One of the writing projects is a research paper. Laboratory work will be required of those who do not meet certain minimum standards in English. PR: English 104. English 108 is a prerequisite for all English courses numbered 200 or above.

109. Technical Report Writing **three hours**

This is a course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: 104 Eng. 109 may be substituted for Eng. 108 in certain associate degree programs only.

199. Special Topics in English **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

207. Children's Literature **three hours**

A survey of literature desirable for children; development of principles of selection and standards of evaluation; wide acquaintance with current books.

250. Survey of English Literature **three hours**

A study of the mind and temper of the English people as seen in their literature from Beowulf up to and including twentieth-century authors.

260. Survey of American Literature **three hours**

A historical study of the American mind as expressed in literature from colonial times to the present.

302. Narrative and Descriptive Writing **three hours**

Practice in writing the simpler forms of fiction and personal narrative with descriptive detail.

309. Advanced Technical Communication **three hours**

This course places special emphasis on the preparation and implementation of the extensive, formal report in business, industrial and public service organizations. As such it will feature an introduction and orientation to source materials for advanced technical research and presentation, and it will also be concerned with the use of technical language with informed and uninformed audiences.

311. Literature of the Romantic Period **three hours**

A concentrated study of the works of such writers as Burns, Wordsworth, Coleridge, Byron, Shelley, and Keats.

312. Literature of the Victorian Period **three hours**

A concentrated study of the works of such writers as Tennyson, Browning, Rossetti, Arnold, Swinburne, Mill, Ruskin, and Carlyle.

315. Shakespeare **three hour**

A study of representative histories, comedies, and tragedies.

318. Modern Drama **three hours**

The study of modern dramas from the nineteenth century to the present.

319. General Semantics **three hours**

Study in that branch of linguistics concerned with the nature, structure, and meaning of words and with the role of language in human behavior.

321. Study of the English Language **three hours**

Word history and analysis; diction; descriptive grammar and constructions; fundamentals of composition. Required of all prospective teachers of English; to be taken before I.P.P. Sophomores must have permission of instructor.

322. The Short Story **three hours**

A critical study of this art form based upon the work of British, continental, and American authors.

341. Survey of World Literature **three hours**

A study in translation of some of the great ancient and medieval writers from Homer through Dante.

342. Survey of World Literature **three hours**

A continuation of 341 covering the period from the Renaissance to modern times.

343. The Current Scene in Literature **three hours**

A course showing present-day attitudes as reflected in the work of contemporary writers.

346. The British Novel **three hours**

A historical and critical study of significant British novels of the eighteenth, nineteenth, and twentieth centuries.

347. The American Novel **three hours**

A course designed to trace the development of the American novel from the late eighteenth century to the present. Important American novels will be analyzed in a temporal sequence.

348. The Bible as Literature **three hours**

A study of the literary types and content of the Bible.

350. American Prose **three hours**

A survey of the crucial ideas and methods of major prose nonfiction writers in America who have sustained and stimulated American life. Included are such figures as Hemingway, Agee, Mailer, and Baldwin in this century and Thoreau, Mark Twain, Franklin, and Henry Adams from earlier eras.

351. Minority Literature **three hours**

Reflecting the diversity of cultural sources and forms in America, the ideas and methods of writers outside the main literary and social traditions are studied for their contribution to the development of the American experience. Minority writings include the efforts of Black, Latin, Indian and Asian spokesmen as well as the products of European ethnic groups such as Jewish and Irish writers.

352. Southern Literature **three hours**

A study of representative Southern authors and works from colonial times to the present, emphasizing the characteristically Southern themes and point of view. Included are such figures as Twain, Wolfe, Faulkner, Welty, Ransom, and O'Connor.

353. Eighteenth Century Literature **three hours**

A study of important British writers of the period, particularly Swift, Pope, Addison, and Johnson.

360. Major American Poets **three hours**

A study of leading American poets, particularly Poe, Emerson, Whitman, Dickinson, Frost, Pound, and Eliot.

371. Folk Literature **three hours**

A survey course whose chief emphasis is on the study of ballads; kindred material is also studied and collected—superstitions, hymns, riddles, stories, and songs.

372. The Art of the Motion Picture **three hours**

A course designed to trace the evolution of the motion picture from its most humble beginnings to its present sophisticated condition. Such aspects of the film as genre (the

western, the horror film), techniques (sound, editing, photography), themes (forbidden knowledge, vengeance), and character types (cops, comics, crooks) will be considered. Although this course is intended for the serious student of the verbal and visual arts, it is also designed to accommodate (as an elective) any interested student who is an avid film goer and desires to improve his appreciation of the films he sees.

376. Civilization—A Personal View **three hours**

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

413. Expository Writing **three hours**

Study and practice of the various kinds of expository writing with special emphasis upon the skilled production of research papers.

420. Seventeenth Century Literature **three hours**

A study of important British writers of the period, including Donne and Herrick, and emphasizing Milton.

421. Chaucer **three hours**

A study of selected works by Chaucer which help to reveal the range and development of his thought and art. The emphasis will be on *The Canterbury Tales* and *Troilus and Criseyde*.

422. The British Drama **three hours**

The history of English dramatic literature from medieval to modern times.

423. Literary Criticism **three hours**

A study of past and present critical methods and of the theoretical assumptions upon which they are based.

431. Methods and Materials in Teaching English **two hours**

Study and practice in the techniques of teaching the fundamentals of grammar, mechanics, composition, and the varied types of literature; taken as part of the Initial Performance Practicum.

450. Honors Literature **one hour**

This course is intended for the superior student of literature, regardless of major. It consists of guided readings, weekly seminars, and an examination covering each semester's work. In order to graduate "with honors," a student must earn three hours of credit. PR: Permission of Honors Committee. Credit: One hour per semester. The maximum number of credits a student can earn in English 450 is 4 hours.

460. Independent Studies **one-four hours**

Intensive study in the work of one or more significant authors. Subject area to be suggested by the students and approved by the instructor. The students may conduct an independent investigation in an area of interest to them and embody the results in one or more research papers. PR: Consent of instructor.

Foundations

101. Basic Writing Skills **two hours**

Individualized and group instruction in the areas of grammar, punctuation, spelling, sentence structure, and paragraph structure. Students demonstrating weaknesses in writing will be encouraged to enroll.

102. Basic Reading Skills **two hours**

Individualized and group instruction in the basic techniques of reading, including word recognition, vocabulary, and comprehension skills. Students demonstrating weaknesses in reading will be encouraged to enroll.

105. Elementary Algebra **three hours**

The following topics will receive attention in this course: Number systems, fundamental laws of algebra, algebraic operations, and linear equations in one and two variables. Students with limited backgrounds in algebra will be encouraged to enroll.

106. Elementary Plane Geometry and Trigonometry **two hours**

The following topics will receive attention in this course: Introduction to points, lines and planes in rectangular coordinate systems; analytical and graphical plane geometry; and analytical and graphical plane trigonometry. Students with limited backgrounds in plane geometry and trigonometry will be encouraged to enroll.

199. Special Topics in Foundations **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

French

(Division of Language and Literature)

101. Elementary French I **three hours**

Pronunciation, oral comprehension and speaking, reading and written drill and composition, elements of grammar. Laboratory.

102. Elementary French II **three hours**

Continuation of 101 completing the basic grammatical principles. One year of high school French is also considered as a satisfactory prerequisite for this course.

199. Special Topics in French **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate French I **three hours**

A course designed to reinforce and increase knowledge of vocabulary and grammar. The course consists of extensive and intensive reading, the review of grammar, and continued attention to pronunciation and speaking. Interesting reading materials such as short stories are emphasized. There is included the use of a language laboratory. PR: 101 and 102, or two years of high school French, or equivalent.

202. Intermediate French II **three hours**

The continuation of French 201. PR: 201, or equivalent.

215. Outside Reading in French I **three hours**

A supervised independent study course emphasizing practical reading comprehension based on reading material related to the student's interests. This course is equivalent to French 201. PR: Two years of high school French or its equivalent, and consent of instructor.

216. Outside Reading in French II **three hours**

A continuation of 215. This course is equivalent to French 202. PR: 215 or its equivalent, and consent of instructor.

220. French Special Topics II **three hours**

A diversified study of the daily life and environment of present-day France and French-speaking peoples, placed in relation to the language. Emphasis is on a realistic, practical approach. Work is individualized to fit the language-level and interest of the student. PR: Consent of the instructor.

292. Pro-Seminar. Special Topics. First Option, Topic I **three hours**

This course is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "France in Perspective." This is a study of French civilization and culture with emphasis as to content on the recent period, and as to approach on the use of the comparative method, comparing France, its culture and its contributions to that of other nations. This course is taken in conjunction with First Option, Topic II, described below. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. First Option. Topic II **three hours**

This course is taken in conjunction with First Option, Topic I, described above. It is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "French Contemporary Literature." The period emphasized is that beginning about 1930. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Second Option **six hours**

This course, which may be taken instead of the First Option described in the two courses above, is taken in the West Virginia University French Summer Program Overseas, at Cannes, France, on the French Riviera. It has for its topic "Conversation and Contemporary French Culture." At very reasonable costs, the student will be part of a group that will reside at a select sea resort 20 miles from the University of Nice and just 40 miles from Italy. The student will live at a private home for the duration of his stay, in housing assignments by pair, i.e., boys together, or girls together, husband-wife, or mother-daughter. There will be visits to local teachers and classrooms on all levels of schooling, and also experiences with places of business, church, local movies, beach life, television programs, and so on. The course is completed in one summer session. PR: Consent of instructor.

301. Literature of the Seventeenth Century **three hours**

Reading of the plays of Corneille, Racine, Moliere with outside reports from other classical writers. Comprehension, speaking, reading and writing all stressed. PR: Two years of college French or equivalent. Lab used.

310. Special Topics in French **three hours**

Supervised independent study reflecting the student's needs and interests. PR: Consent of instructor.

311. French Composition and Conversation I **three hours**

Part of the group consisting of 311 and 312, which may be taken in any order. Writing, conversing, and aural comprehension, with extensive use of audio-visual aids. Emphasis on practical proficiency, grammar, vocabulary building, and phonetics. Language laboratory used. PR: 12 hours of French.

312. French Composition and Conversation II **three hours**

Part of the group consisting of 311 and 312, as described under 311, with content consisting of French civilization and culture.

314. French Civilization and Culture **three hours**

The content of the course consists of a study of the basic historical development and significant contributions of France, its outstanding figures, its geography, traditions, contemporary social patterns, legends, songs, and influence on the United States. The instructional method emphasizes French conversation and extensive use of tapes, slides, and motion pictures. PR: 12 hours of French or consent.

321. Contemporary Literature **three hours**

Outstanding writers of the twentieth century, such as Gide, Proust, Mauriac, Giono, Camus, Valery. Emphasis is on reading comprehension. PR: 12 hours of French.

411. Advanced French Composition and Conversation **three hours**

Writing, conversing, and aural comprehension on an advanced level with extensive use of audio-visual aids. Emphasis on a high level of proficiency, grammar, vocabulary, and pronunciation. PR: 18 hours of French, including one previous conversation course, and to be taken as late as possible in the sequence of courses.

420. Refresher Course in Conversational French **three hours**

For secondary teachers seeking renewal credit. Conversation, grammar, phonetics, pronunciation, vocabulary, writing, and listening comprehension. Individualized instruction relating to student's needs and goals. PR: Consent of instructor.

426. Main Currents of French Literature and Culture **three hours**

A coordinated study of French literature and culture from a thematic and unitary standpoint. The main and unique currents of French contribution to world civilization are distinguished. The period 1700-1900 is emphasized as exemplifying most of these cur-

rents in their complex modern forms, leading to the contemporary period taken up in French 321. PR: French 202.

431. Methods and Materials in Teaching French **two hours**

Study and practice in teaching French language and literature, grades 7-12.

435. Foreign Language Methodology for Secondary Teachers **three hours**

A course dealing with all facets of teaching the language skills, culture, and literature, as well as learning to operate medial equipment, including the language laboratory. Instruction on topics such as individualization with the self-contained classroom, the use of the traditional grammar text with an audio-lingual approach, the writing of performance objectives for students and teachers, and new methods in foreign language teaching. Especially designed for secondary teachers seeking renewal credit. PR: Consent of the instructor.

Geography

(Division of Social Science)

199. Special Topics in Geography **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

210. Introduction to Geography **three hours**

An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.

305. Economic Geography **three hours**

A study of the production, consumption and exchange of goods by people throughout the world. Consideration is also given to spatial variations and influences of the natural environment and culture. PR: 210.

315. Urban Geography **three hours**

A study of urbanization process including origin, growth, function, spatial patterns, structure and heirarchical arrangement of urban centers, and urban problems, with special references to American cities.

330. Geography of North America **three hours**

A regional economic geography primarily of the United States and Canada from the standpoint of man's activities in relation to his natural surroundings and resources.

340. Geography of Europe **three hours**

A study of the important geographic concepts concerning man's activities in Europe and their importance to the United States and the rest of the world. A general overview will be made of Soviet European geography. PR: Geog. 210.

350. Geography of Latin America **three hours**

This course is a regional study of South America, Central America, Mexico, and the West Indies. PR: 210.

360. Geography of Africa **three hours**

A regional survey of the continent examining the great diversity that characterizes the area. Emphasis is placed on the complexity of the political pattern, the natural resources, economic development, and the physical setting.

370. Geography of Asia **three hours**

The study of Asia for the purpose of understanding the various Asian nations, their economic-geographic regions, major commodities, industry, commerce, and major problems. PR: 210.

399. Maps and Diagrams **three hours**

A presentation of statistical data by different kinds of diagrams, such as bar, pie, ring, and block diagrams and graphs; also the preparation and understanding of maps.

Geology

(Division of Science and Mathematics)

101. General Geology **three hours**

Two lectures and one two-hour lab per week. This course covers the materials of the earth's crust and the physical and chemical processes operating in and on the earth.

102. General Geology **three hours**

A continuation of 101. Application of physical and chemical processes to interpret the history of the earth. Includes a survey of evolution and the fossil record.

199. Special Topics in Geology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

German

(Division of Language and Literature)

101. Elementary German I **three hours**

The elements of German grammar; simple reading exercises, pronunciation; written assignments.

102. Elementary German II **three hours**

A continuation of the above course; special topics in grammar and greater emphasis on reading. PR: 101 or one unit of high school German.

199. Special Topics in German **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate German I **three hours**

Grammar review; composition; conversation; reading of fiction. The principal aim of the course is the reading of narrative of moderate difficulty. PR: German 102 or equivalent.

202. Intermediate German II **three hours**

This course continues the work of German 201. PR: German 201 or equivalent.

210. Masterpieces of German Literature **three hours**

A course emphasizing reading and aural comprehension of a wide range of German poetry, fiction, and drama. May be substituted for German 201 or German 202, with permission of the instructor. Laboratory used. PR: 9 hours German, or permission of instructor.

230. German Special Topics II **three hours**

Individualized study according to the needs and aims of the student in areas such as nonfictional material, contemporary fiction, civilization and culture, scientific German, selected literary works, or a combination of these. May be substituted for German 201, or 202. PR: Consent of the instructor.

301. The German Novelle **three hours**

A study of the German Novelle as a literary form of the nineteenth and twentieth centuries, with attention also being given to the German cultural and social environment. Continued work in composition and conversation. PR: 12 hours, or permission of instructor.

302. German Drama and Lyric Poetry **three hours**

A study of selected German plays and lyric poems, with emphasis on the work of Goethe and Schiller. Continued work in composition and conversation, and aural comprehension. PR: 12 hours, or permission of instructor.

303. Special Topics **three hours**

A course of individual study under supervision in a topic and skill of special importance to the student, such as the reading of literary or scientific material, aural comprehension, or pronunciation. Laboratory work may be included. PR: 9 hours, or permission of instructor.

Health Education

(Division of Health, Physical Education, Recreation and Safety)

100. Personal Health **two hours**

The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

150. Introduction to Health Science **two hours**

An in-depth study of the several content areas relating to health, contemporary health problems, and reciprocal relationships involving man, disease, and the environment are investigated.

199. Special Topics in Health **one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

200. Foundations of Health Education **two hours**

Historical, philosophical, sociological, and scientific foundations of health education as it relates to the present educational system and the changing society are examined.

202. Community Health Problems **three hours**

Philosophy, organization, identification and function of federal, state, and local public health agencies, and their role in dealing with community health and safety problems are presented. PR: Biology 101 and 102.

204. Health/Safety Seminar **three hours**

A comprehensive analysis of concepts essential for competence in developing a safe and healthy life-style is explored. The study will also involve the learning of essential first aid skills.

310. School Health Programs **three hours**

A comprehensive approach to the development of school health programs based upon the contemporary health needs and problems of students is investigated.

370. Contemporary Health Issues **three hours**

Identification, analysis and evaluation of our most critical health problems confronting society including drug abuse, addiction, human sexuality, cardiovascular disease, malignant neoplasm (cancer), and environmental health are examined. PR: Psychology 101 and Sociology 110.

400. Health Education for the Elementary School **two hours**

Specific areas of health relating to the needs of elementary school children are studied.

410. Seminar in Public Health Education **four hours**

The historical and philosophical development of public health agencies including governmental aspects, legal bases, organizational principles, personnel factors, and public relations is presented. Periodic field trips are included during the second eight weeks.

412. Drug Use—Abuse—Addiction **two hours**

Students will examine physiological, psychological, social, historical, legal and health aspects of drug use, abuse and addiction.

415. Human Sexuality **two hours**
The student will learn to identify the trends, issues and content necessary to analyze and develop methods and materials in sex education.

425. Environmental Health **two hours**
The traditional causes and emerging problems related to man's knowledge and understanding of environmentally-induced diseases are investigated. The study will involve the man-environment relationships conducive to optimum health.

431. Methods and Materials for Health Education **two hours**
This course is a study and discussion of methods and curriculum of teaching health education. Materials and techniques of instruction appropriate for all grade levels are examined.

450. Field Practicum in Public Health **four hours**
Experience in field practice in public health for one semester under supervision of public health professionals will be provided. Pass/Fail.

History

(Division of Social Science)

107. United States History I **three hours**
The Age of Discoveries to the Reconstruction Era.

108. United States History II **three hours**
The Reconstruction era to the present time.

111. History of Civilization I **three hours**
The earliest times to the beginning of the modern era.

112. History of Civilization II **three hours**
The beginning of the modern era to the contemporary period.

199. Special Topics in History **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

250. History of Technology **three hours**
A survey course from pre-historical tool-making to atomic energy and computers in the twentieth century. Credit in history or Industrial-Technical Education.

302. West Virginia **three hours**
West Virginia history, government, and geography from the first settlements to the present time.

305. History of England **three hours**
From Roman Britain to the present day.

312. Diplomatic History of the United States **three hours**
The foreign relations of the United States and the development of basic American foreign policies from the colonial period to the present.

315. Colonial America **three hours**
The American colonies from their beginnings to the end of the Revolutionary War.

316. American Federal and National Period **three hours**
United States history from the Revolutionary War to the close of the Mexican War.

317. Civil War and Reconstruction **three hours**
The victory of the Federal Union over sectional division.

318. The Gilded Age to the Great Crash **three hours**
The United States from 1876 to 1929.

319. Recent America **three hours**
America's emergence as a leading world power.

320. American Economic History **three hours**
Economic development of the United States from the colonial period to the present.

325. Medieval Europe **three hours**
Formative development in intellectual, social, economic, and political history from the fall of Rome.

326. American Constitutional History **three hours**
The origins of the Constitution of 1787 and the role of leading jurists and landmark cases in shaping the American Constitutional traditions.

330. Early Modern Europe **three hours**
From the Renaissance and Reformation to the Age of the French Revolution.

331. Revolutions in History **three hours**
A study of revolutionary thought and action as a force in world history since ancient times. Major topics include the American and French Revolutions of the eighteenth century, the Chinese and Russian Revolutions of the early twentieth century, and a sampling of more recent revolutionary movements in representative regions of the world.

340. Europe in the Nineteenth Century **three hours**
Nationalism, imperialism, and industrial development before the First World War.

341. Recent Europe **three hours**
Problems of readjustment in the twentieth century: the League of Nations, Fascism and Communism, the Second World War, the Cold War, the Common Market.

342. Diplomatic and Military History of Europe **three hours**
The development of military and diplomatic techniques and foreign policies from the Middle Ages to the present day.

343. Urban History **three hours**
An examination of the historical role of the city as a concentration of social energies, economic and technological activities, political ambitions, and creative impulses.

344. Great Leaders of the Twentieth Century **three hours**
Selected political, military, and religious leaders of the twentieth century, using biographical and autobiographical materials to analyze, compare, and contrast their roles in recent and contemporary history.

352. History of Latin America **three hours**
Conquest and colonial developments in South America from Columbus to Latin America's role in contemporary perspectives.

355. History of Africa **three hours**
Survey of African history from the earliest time to the present with emphasis on the medieval, colonial, and modern periods.

371. Social History of the United States **three hours**
An advanced survey of the history of American social relationships and institutions with emphasis on the lives of ordinary people and incorporating recent scholarly research both quantitative and qualitative. Three one-hour lecture and discussion periods per week. PR: History 107 and 108.

373. Social History of the American Woman **three hours**
An examination of women's changing roles and contributions to American society.

375. Philosophy of History **three hours**
A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience. Credit in either philosophy or history.

376. Civilization—A Personal View **three hours**
An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

380. Afro-American History and Culture **three hours**
The Negro in American life to the Civil War.

381. Black Man in America **three hours**

The history and culture of the Black Man in the United States from 1865 to the present. (Credit in history or sociology.)

390. The Ecology of Man **three hours**

A transdisciplinary study of man's relationship to the natural environment, including problems of technology and pollution; historical and philosophical origins of conservation; ecological ethics; and environmental planning.

410. Area Study **one-twelve hours**

A study of a region of the world conducted on an interdisciplinary basis. The area and time span studied will be determined by the instructor. PR: Consent.

424. History of Asia I **three hours**

Historical and cultural development of Asia to 1800.

425. History of Asia II **three hours**

Impact of the West on Asian nations from 1800 to the present.

453. Russia **three hours**

Development of the Russian people from the time of their appearance as a national entity, through the tsarist, imperial, revolutionary, and Soviet eras to the present.

455. ABC Powers of Latin America **three hours**

An in-depth analysis and study of the three leading powers of Latin America—Argentina, Brazil, and Chile.

Home Economics

(Division of Technology)

101. Principles of Clothing Construction **three hours**

Application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual; development of construction techniques using various fabrics.

102. Advanced Clothing Construction **two hours**

Principles and practices involved in tailoring suits and coats comparable with ready wear.

103. Clothing Selection **two hours**

Appropriate clothing for the individual, family, and selected groups; emphasis included art principles, fashion trends, history of costume, buying practice, and legislation of textiles and clothing.

110. Elementary Nutrition **two hours**

A study of the basic principles of human nutrition to the selection of food for individuals throughout the life cycle under varying economic, social and cultural situations.

130. The Child and Community **three hours**

A course designed to help the student understand the sociocultural forces (community, government, technology, economic) that affect the young child; and to examine supportive services for children with various needs, as well as the role of the child development associate in carrying out these services. Take concurrently with 132.

131. Programs for Early Childhood **three hours**

Historical background and present-day theories of early childhood programs. The infant and young child at home in children's centers. Relationship of children, parents, and communities. Administration of programs.

132. The Child and Community Practicum **three hours**

Observes the role of the middle-professional in the various agencies throughout the community and begins to work in the agency in a general sense. Take concurrently with 130.

140. Introduction to Interior Decoration **three hours**

A survey of different career possibilities in the field of interior design. The role of the decorator in furniture stores, department stores, decorator studios, and independent operations is developed.

199. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free elective in degree and certificate programs.

200. Special Topics: Practicum **three hours**

Utilizing the knowledge from all courses the student will be responsible for planning and implementing an eight-week program for a child development center.

201. Principles of Food Selection and Preparation **three hours**

A study and application of food principles of food preparation including selection, marketing, nutritional value, storage, preservation, and meal service. The class meets for lecture two times a week with one two-and-one half hour lab period per week.

202. Advanced Foods **two hours**

A continuation of Home Economics 201 with an emphasis placed on more advanced techniques in preparation of food. The theory and practice of preparing and serving family meals requires the management of time, energy, money.

210. Textiles **three hours**

Production of fabric from source to end use; properties of textile fibers in relationship to performance and use, textile section and maintenance for apparel and home furnishings.

219. Introduction to Food Service Industry **two hours**

Describes different careers available in the food service industry, discusses training programs conducted by restaurants and other food services and includes tour of different types of food service available in the area.

220. Diet Therapy and Community Nutrition **three hours**

This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. Includes both health care facilities and community feeding programs (including school lunch) under supervision of a registered dietitian or food service director.

221. Food Service Equipment **two hours**

Selection of equipment, layout and design for quantity food preparation.

222. Food Sanitation and Safety **three hours**

Federal, state and local regulations regarding sanitary and safety controls as they relate to food service; identification of sources of food-borne diseases and methods of prevention and control; principles of positive health, and personal hygiene, and safety involved in food handling; emphasis is placed on practical application in food service institutions.

223. Quantity Foods **three hours**

Principles and techniques of quantity food preparation. Use of standardized recipes and institutional equipment.

224. Practicum I **four hours**

Training in institutional Food Service in cafeteria or food service with supervision.

225. Practicum II **four hours**

Training in institutional Food Service in cafeteria or food service with supervision.

226. Food Purchasing and Storage Costs **three hours**

Principles of marketing, sanitation and storage of all food commodities for food service institutions.

227. Food and Beverage Merchandising **three hours**

This course discusses catering for different types of social functions, dining room arrangement and service to gain customer satisfaction. It also deals with purchase specifica-

tions, management and quality as applied to tableware, furnishing, equipment and supplies.

228. Organization and Administration of Food Service **three hours**

Principles and problems of organization and administration as related to food service. Labor regulations are included.

229. Food Management Seminar **one hour**

Coordinates and reviews materials student has learned, discussed various food service management problems and solutions.

230. Theory and Practices in Work with Young Children **three hours**

A course designed to build competencies in parents and workers with young children. Daily and long-range program development with emphasis on continuity in learning experiences. Take concurrently with 232.

232. Practicum with Young Children **three hours**

Utilizing knowledge from theory and practice, the student will plan programs and enrichment activities for children in various settings. Take concurrently with 230.

251. Applied Design **two hours**

An extensive study of design in relation to the creation, selection, and arrangement or enrichment items in their homes and lives.

275. Practicum: Interior Decoration **four hours**

Training in retail interior decorating service working under supervision.

299. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free elective in degree and certificate programs.

303. Nutrition **three hours**

A study of the principles of nutrition with application of planning adequate diets for normal individuals and family groups of varying cultural and economic levels. National and international problems of nutrition are included.

305. Nutrition in the Public School **three hours**

A study of the essential principles of nutrition for the teacher in public schools. Includes methods of teaching nutrition to children at different grade levels. The federal school lunch program studied as an integral part of the school nutrition program.

310. Family Life Education **three hours**

A study of the changing American family and of interpersonal relationships between family members at each stage in the family life cycle. Special reference to mate selection, adjustments, crises and supports for families.

312. Consumer Education **three hours**

A study of the selection of consumer goods and factors affecting selection such as labeling, advertising, credit, contracts and consumer legislation, car, health and life insurance for family security, social security and wills.

315. Home Management **three hours**

A study of management process and its effect on the family. Decision making, economics, effective use of resources and the interaction of values, standards, and goals are considered for the family.

316. Household Equipment **two hours**

Structured to develop criteria for intelligent selection, use, care, and maintenance of equipment used in the home.

318. Management Problems **two hours**

Analysis and application of management principles. Common problems of families use of resources; management of relationship will be solved by students through planned supervised experiences by observation or participation.

320. Home Planning and Furnishing **three hours**

Designed to help individuals analyze social, physical, economic and psychological needs which must be met by their housing. House plans and furnishings studied in relation to use, economy, beauty, and individuality.

328. Cognitive, Affective Development of Children **three hours**

Examines theory and research relevant to cognitive and affective development of children ages 3-5. Particular emphasis is placed on applying theory and research in guidance and in planning curricula and instruction for young children. Laboratory experience is required.

330. Child Care and Development **three hours**

Examines theory and research relevant to cognitive, language, socio-emotional and psychomotor development in early childhood. Particular emphasis is placed on becoming an objective observer of young children and in applying research and theory in interpreting behavior and planning for development and learning.

331. Adolescent Development **two hours**

Examines theory and research relative to physical growth, intellectual development, relationships with parents and peers and growth in self-direction. Special attention given to the quest for identity and self-concept.

332. Child Development Problems **one-three hours**

Supervised experience in working with pre-school children. Appreciation of theory and research in planning programs, materials, and guidance to enhance development and learning in all areas of child development. PR: 330 or take 330 concurrently.

351. Home Arts **three hours**

A study of the principles of design. Basics of home and applied arts through the use of color, texture, and line. Articles constructed through the techniques of stitchery, textile printing, and handicrafts.

371. Problems in Interior Design **one to four hours**

Provides an opportunity for the student to pursue directed, independent study in the areas of housing and design. The class will meet a double period twice a week for one half of semester. One hour per semester. This may be repeated in different areas of interest or problems in home furnishings for a maximum of 4 hours credit. PR: consent of instructor.

399. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

402. Tailoring **three hours**

Construction of a basic dress, suit, and accessories with emphasis on selection of fabric, fitting, and tailoring details. Consult instructor for prerequisites.

430. Methods in Vocational and Adult Education **two hours**

Methods and materials for the development of consumer homemaking programs, occupational education, adult programs, and career education for secondary, post-secondary and adult levels. Emphasis given to preparation of curriculum materials for the various programs, and the legislation involved in implementation.

431. Methods and Materials in Teaching Home Economics **two hours**

Required course for student teachers; the special methods for the subject area. Philosophy and goals of home economics, organization of teaching materials, and techniques, and curriculum planning. Selection of equipment and supplies to manage a home economics department analyzed.

499. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Human Services

(Community College)

100. College Orientation **one hour**

This course is designed to acquaint entering freshmen with various academic, economic, and social aspects of college life, including student services such as the academic advising system. This course is offered on a credit/non-credit basis.

199. Special Topics in Human Services **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Journalism

(Division of Language and Literature)

199. Special Topics in Journalism **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

240. Reporting **three hours**

Comprehensive study of fundamental writing forms, styles and mechanics for both print and broadcast media, including school publications. Gives practical experience in basic writing styles used in scholastic, collegiate and professional mass media. Valuable as a test of writing ability and for making the student a more discerning media consumer. Open to second semester freshmen and above or to first semester freshmen with previous high school journalism experience or to those exempt from English 104 and/or 108 through CLEP. Required for journalism and English teaching specializations as well as non-teaching journalism minor and graphics and radio/television programs. Offered fall and spring semesters. Three hours arranged lab required. (Enroll in both Journalism 240 and Journalism L240.)

270. Communications in Society **two hours**

Survey of mass media in a democratic society and an introduction to mass media career opportunities and preparation. Open to all students. Of interest to those undecided about their careers, especially those with scholastic journalism experience. Required for journalism teaching specialization and non-teaching journalism minor. Offered during spring semester.

271. The Newspaper and Society **three hours**

Definitive study of responsibilities, laws and ethics in relation to the news media. Covers the social responsibility theory of the press as it evolved in this country and laws and ethics affecting news media and news media's effect on the law. Reinforces necessity for accuracy in the media. Offered only in summer.

280. History of American Journalism **three hours**

Comprehensive chronological presentation of the development of American mass media by showing relationship of the past with the events of today and delineating their impact on the American way of life. Examines the American press from the seventeenth century to date, freedom of press and its present implications. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during fall semester, usually in alternate years.

312. Publication Problems **three hours**

Practical approach to problems typical to anyone charged with producing a publication, particularly teachers who may supervise a student newspaper, yearbook, magazine,

or handbook. Problems of staff organization, training, finance, format, ethics, publics, and public relations. Three-hour laboratory arranged. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered usually during spring semester. PR: Journalism 240 and 343, or instructor's consent if 343 has not been completed.

320. Principles of Advertising **three hours**

Concerns the management, planning, creation and use of advertising in view of today's social attitudes, consumer trends, government controls, management pressures, and changes within the advertising structure. Taught by the commerce faculty for both business and journalism students. Required for the journalism teaching specialization. Journalism majors and minors, register for Journalism 320, not Business 320.

330. Advanced Reporting **three hours**

Advanced study and practical application of journalistic writing techniques with practicum on the Fairmont newspaper where students master use of video display terminals. Emphasis on investigative reporting and in-depth feature writing with assignments for campus publications. Enrollment suggested for senior students who have had extensive writing and editing assignments on college publications. PR: Grade C or higher in Journalism 240.

334. News Photography **two hours**

Basic camera and developing techniques during four hours of lecture-laboratory time per week. Introduces photography as a means to document and a medium of expression. Camera, film supply, equipment and chemicals required. Taught with cooperation of technology division. Limited enrollment. Required for both the journalism teaching specialization and the non-teaching journalism minor.

340. Journalism Practice **two hours**

Practical writing experience on the college newspaper, yearbook, public relations, and sports information staffs or area broadcast outlets plus guided reading in the student's field of major journalistic interest. Minimum of three lab hours required weekly. Required for teaching specialization in journalism. Offered first semester during both fall and winter semesters on an arranged basis. PR: completion of Journalism 240 and/or 343 or consent of instructor. Offered alternately with Journalism 341.

341. Journalism Practice **two hours**

Continuation of Journalism 340. An elective for the journalism teaching specialization or the journalism minor, providing a variety of journalistic opportunities in print and/or broadcast journalism depending on the individual student's interest and expertise. PR: Journalism 240 and/or 343 or instructor's consent.

343. Copy Editing and Makeup **three hours**

Intensive study of modern editing and makeup practices, copy-reading, proofreading, and headline writing principles. Production processes, photo-journalism selection, and advertising are related to publication of newspapers, magazines, yearbooks, and other forms of print journalism. Provides application of techniques through practical experience on college publications. Three hours lab required. (Enroll in both Journalism 343 and L343.) Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered usually during fall semester. PR: Grade of C or higher in Journalism 240.

431. Methods and Materials in Teaching Journalism **two hours**

Part of the Initial Performance Practicum. Study and practice in techniques of teaching journalism and advising school publications. (Students may elect to take their special methods course in their other teaching specialization.)

Legal Assistant

(Division of Social Science)

100. Introduction to Paralegal Studies **three hours**

This course will introduce the student to the role, functions and responsibilities of the legal assistant and will give the student an overview of the legal system. The student will become familiar with the following topics: the source nature and meaning of the law; the American legal system; the various areas of the law in which the legal assistant will qualify to work; lawyer and legal assistant functions, responsibilities and relationship; law office management; professional ethics and liabilities.

200. Legal Research **three hours**

This course will train the student to engage in legal research. The student will learn to effectively use legal resources and will become familiar with the more commonly used systems of legal publications and classifications.

201. Real Estate Law **three hours**

A practical study of West Virginia laws that pertain to real estate transactions. The course also included governmental regulations that affect real estate transactions and construction.

202. Estates and Trusts **three hours**

A study of the fundamental principles of the law of wills and trusts. This course will train students to assist the lawyer in the preparation of documents, in the planning of estates, the preparation of wills and trusts, and the administration of estates.

203. Criminal Law **three hours**

Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose and definition of the criminal law in general, including the study of crimes against the person, property and other offenses.

204. Family Law **three hours**

A study of the law of domestic relations including marriage, marital contracts, annulments, separation, divorce, child custody, child support, alimony, tax consequences, adoption, guardianships, etc. . . ., and a study of procedures required in such matters.

205. Litigation **three hours**

This course will train the student to assist the lawyer in the pre-trial, trial and post trial process. The student will learn to prepare case profiles, to collect information and check the accuracy of information, to summarize depositions and testimony, to draft interrogatories, complaints, pleadings to organize documents and exhibits, to locate witnesses, to prepare witnesses and to do legal research.

Library Science

(Division of Language and Literature)

101. How to Use a Library **one hour**

Introductory course on how to use libraries and library materials, with emphasis on the Fairmont State College Library. Five three-hour sessions consisting of lecture, programmed texts, and audio-visual presentation. Open to all students.

120. Introduction to Library Science **three hours**

A study of the historical development of libraries and their relationship to the community as a whole. Basic terminology and tools of the field are introduced. Resource people identify and define the tasks and competencies required of the library personnel.

199. Special Topics in Library Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Reference and Bibliography **three hours**

The study of basic reference sources. Evaluation, selection, use, literature searching and bibliographic compilation are stressed. PR: 120 or consent.

210. Library Materials for Adolescents **three hours**

A study of the philosophy, principles and criteria used in selecting materials for young people. Selection aids and professional tools are studied. Overall collection building and evaluation are emphasized. A wide variety of adolescent material is studied. PR: 120 or consent.

302. Cataloging and Classification **three hours**

An introduction to the general principles of descriptive cataloging and entry work through a study of the Anglo-American Cataloging Rules. Construction of a call number is studied through use of the Dewey Decimal Classification and Cutter tables. Sears subject headings are used to present the basic principles of subject analysis. The practical aspects of these processes are stressed through their application to book and non-book materials. PR: 120 or consent.

304. Organization and Administration **three hours**

A study of the philosophy, objectives, and procedures involved in the functioning of libraries. Emphasis on planning the physical facility, equipment, standards, staff, budgeting, ordering, services, instruction, displays and public relations. PR: 120 or consent.

400. Library Practice **three hours**

At least 100 hours of practical experience in a school, public, academic, or special library. For Bachelor of Arts in Education this course is taken concurrently with Education 420 or Education 450. PR for A.B. in Education: LS 120, 200, 210, 302, 304, Eng. 207, Educ. 424.

Management

(Division of Commerce)

305. Small Business Management **three hours**

Designed to familiarize the student with the management function required to operate a small business. The problems and requirements for success are studied and the student learns how to succeed as an independent business entrepreneur.

308. Personnel Management **three hours**

A study of the field of personnel management and industrial relations including its background, development, and modern practices.

309. Principles of Management **three hours**

The emphasis in this course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

314. Office Management **two hours**

The study of office management principles, analysis of office procedures, filing, transcribing, correspondence, reports, business machines, and forms. The application of personnel management techniques to office management, office organization, and office layouts. Not open to freshmen or students other than two- and four-year business education students.

390. Human Behavior in Organizations **three hours**

The purpose of the course is to introduce the student to the problems of human behavior in the organizational setting and the approaches available for solving these problems. The course will examine the theories on individual, interpersonal and group behavior in organizations, and will follow this with considerations of how organizations may be designed to utilize the talents of the individuals, and how managers may make use of the theories of motivation, communication, and interaction in accomplishing the objectives of the organization. PR: 309.

409. Quantitative Management **three hours**

A study is made of the quantitative techniques which have been incorporated into the business environment in recent years.

Marketing

(Division of Commerce)

205. Salesmanship **three hours**

A study of techniques appropriate to personal selling, both retail and contact. Students are given opportunties to construct and give sales presentations.

300. Retailing **three hours**

Presents an overview of retailing, including such areas as organizational structure, merchandising practices and procedures, promotional activities, store planning and lay-out, and control methods, thus providing technical and theoretical knowledge necessary for attaining middle management employment in this field.

304. Marketing **three hours**

A study of those business activities that direct the flow of goods and services from producers to consumers. PR: Econ. 201, 202, or consent of instructor.

312. Retail Field Experience **four hours**

Students are placed in part-time retail occupations in carefully selected establishments consistent with their career objectives. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. A total of 240 hours is required to be completed during four semesters. Open only to students in retail program.

320. Advertising **three hours**

A survey course of the social, psychological, and some technical aspects of advertising. For Business and Journalism students.

Mathematics

(Division of Science and Mathematics)

101. Applied Technical Mathematics I **three hours**

An introduction to fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, quadratic equations, radical equations and polynomial equations. This course cannot satisfy general studies requirements.

102. Applied Technical Mathematics II **three hours**

A continuation of Math 101, this course is designed to develop methods of solving right triangles and oblique triangles using trigonometry. Other topics discussed will be complex numbers, progressions and the binomial theorem. This course cannot satisfy general studies requirements. PR: Math 101.

110. Mathematics for Elementary Teachers I **three hours**

An introductory course in mathematical ideas. This course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course cannot be used as math credit toward certification for teaching mathematics. Credit for this course does not count for general requirement in science and mathematics.

111. Intermediate Algebra **three hours**

A course for students deficient in high school algebra. This course cannot be used as mathematics credit toward certification for teaching mathematics. Credit may be earned for either Math 111 or 101 but not both courses. PR: One unit of high school algebra.

112. Intermediate Mathematics I **three hours**

An introductory course of integrated algebra, trigonometry, and related topics, for students who have not had an equivalent course in high school. This course cannot be used as mathematics credit toward certification for teaching mathematics.

115. Intermediate Mathematics II **four hours**

An integrated course of the material traditional offered in college algebra and trigonometry, and related topics. For students who have not completed an equivalent course in high school. PR: 112 or equivalent.

116. Calculus I **four hours**

The simpler techniques of differentiation and integration for the elementary functions. Step functions and their integral, the exact area under a monotonic curve, the definite integral. Limit of a function, slope of a curve, tangents, instantaneous rates. Continuity algebra of limits, existence of limits, continuous functions. Derived functions, $D(u+v)$, Dcu, Cuv, Du^n, differentiation of polynomials. Interpretation and applications of derivatives. Mean value theorem. Taylor's theorem, higher order derivatives, cut-off Taylor's series as approximations, convexity, constant acceleration, maxima and minima. Differentiation of rational functions, maxima and minima with side conditions. The antiderivative, differential equation $DF(x)=f(x)$, antiderivative formulas, fundamental theorem of calculus. Integration by parts, algebraic properties of integrals, applications, area, mean value of a function, falling bodies, work, volumes, moments. Antiderivatives, of negative powers, application, Theory of logarithms and general powers. Exponential functions. Tangent and normal, orthogonal curves, angle between two curves, circle and parabola. Arc length, polar coordinates. Derivatives and integrals of trigonometric functions. Periodic motion, simple harmonic motion. Inverse trigonometric functions. Numerical methods: trapezoidal rule, Simpson's rule, Newton's method. PR: 115 or equivalent.

199. Special Topics in Mathematics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Mathematical Logic **three hours**

Sentential and general theory of inference, theory of proof and definition, elementary intuitive set theory. PR: Math 116 or consent.

201. Mathematical Logic **three hours**

A continuation of Math 200. PR: Math 200.

205. Fundamental Concepts of Mathematics **three hours**

An introductory survey course in mathematics including elementary logic, set language, a discussion of various number systems, numeration systems, introductory number theory, probability, and other related topics. This course will be offered each semester. Credit cannot be earned in both Math 205 and Math 110.

206. Introduction to the Theory of Numbers **three hours**

Prime Numbers; the unique factorization theorem; congruencies; Diophantine equations; primitive roots; the quadratic reciprocity theorem. PR: Math 116 or consent.

210. Mathematics for Elementary Teachers II **three hours**

This course is intended to follow Math 110. Topics covered in the course include an introduction to logic, numeration systems including bases other than ten, properties of real numbers, finite mathematics, solution of equations and inequalities. Credit for the course does not count for general requirement in science and mathematics. PR: Math 110.

212. Sets, Relations and Functions **three hours**

Topics to be studied are those related to sets, relations and functions which are common to most upper division mathematics courses. This course is designed and highly recommended for students majoring or minoring in mathematics but may be used by other students to satisfy their general education requirement. The course will be offered during the fall semester of each year.

214. History of Mathematics **three hours**

A historical development of mathematical ideas beginning with the geometry and computational methods of antiquity and continuing through the calculus. PR: Math 115 or equivalent.

315. Calculus II **four hours**

A continuation of Math 116. PR: 116.

316. Calculus III **four hours**

A continuation of Math 315. PR: 315.

323. Mathematics for Elementary Teachers III **three hours**

This is the last of three courses intended to give prospective elementary teachers an adequate background and training in the concepts and skills of basic mathematics. A study of metric and non-metric geometry will be made, including both an informal and formal approach to proofs of elementary theorems. Credit for this course does not count for general requirement in science and mathematics. PR: Math 110.

335. Probability and Statistics **three hours**

Sample spaces, events as subsets, probability axioms, finite sample spaces and equiprobable measure as special case, binomial coefficients and counting techniques applied to probability problems, conditional probability, independent events. Bayes' formula. Random variable, probability functions, density and distribution functions, special distributions, independent random variables. Poisson and normal approximation to the bionomial, some statistical applications. Estimation and sampling, point and interval estimates, hypothesis-testing, power of a test, regression. PR: Math 315 or consent.

336. Probability and Statistics **three hours**

Random variables and distributions, sequences, of random variables, Markov chains, stochastic process. PR: Math 335.

342. Numerical Analysis **three hours**

Solution of equations. Functional integration of equations, analysis of special methods such as the methods of false position and of Newton; integration for systems of equations. Reduction to first order systems. Gaussian elimination and some integrative methods for inversion. PR: Math 315 and EDP 103 or consent.

361. Abstract Algebra **three hours**

Sets, relations, functions, operation, etc. Algebraic systems: integers, rationals, matrices, etc. Isomorphism and examples. Equivalence classes. Groups. Subgroups, cyclic groups, basic theorems, Lagrange's theorem. Homomorphism, normal subgroup, quotient group. The isomorphism theorems. Rings, integers, matrices, polynomials, integral domains, fields, quotient field. Homomorphism, ideals, residue class rings. Unique factorization domains. Euclidean domains, integers, polynomials over a field. Division algorithm, highest common factor, unique factorization in Euclidean domain. PR: Math 116 or consent.

362. Linear Algebra **three hours**

Vector spaces abstractly defined. Linear dependence and independence. Bases and subspaces. Dimension of linear space. Linear mappings, kernel and image of a map. Rank of a map. Linear maps as a vector space. Composition of mappings and multiplication of matrices. Relation between linear mappings and systems of linear equations. Row reduced echelon matrix, invertible matrices, calculation of inverse. Linear inequalities and half spaces. PR: Math 316 or consent.

372. Modern Geometry **three hours**

The idea of convexity; separation of planes by liens, and of space by planes. The treatment of betweenness. Distance functions and angular measurement functions, and the postulates governing them. Metric definitions of congruence-relations, for segments, angles and triangles. The parallel postulate. PR: Math 116 or consent.

373. Projective Geometry **three hours**

Extended Euclidean plane, elements of perspective, linear transformations in 112,the axiomatic foundation, the complete four-point and complete four-line, conics, introduction of coordinates. PR: Consent.

375. Topology **three hours**

A study of sets, relations, functions, cardinal numbers and orderings. Topological spaces, including continuity, convergence, separation, compactness and connectedness. PR: Math 315.

391. Introduction to Analysis **three hours**

Real numbers, topology of the reals, infinite series, continuous functions, sequences and series of functions, differentiation, integration, power series. PR: Math 316.

393. Introduction to Foundations of Mathematics **three hours**

Continuation of 391. PR: Consent.

400. Seminar **one-three hours**

PR: Consent.

401. Differential Equations **three hours**

First-order and simple higher-order ordinary differential equations and their applications, linear differential equations with constant coefficients and their application, simultaneous differential equations and their applications, the numerical solution of differential equations, solution of differential equations by use of series. PR: Math 316.

411. Advanced Calculus **three hours**

Sets, relations and functions, composite and inverse functions, countable sets, ordered fields, sequences, operations with sequences nested intervals, Cauchy sequences, open and closed sets, limits and continuity, differentiation, integration. PR: Math 316 and consent.

413. Introduction to Complex Variables **three hours**

The algebra and geometry of complex numbers. Definitions and properties of elementary functions, e, sin x, log z. Analytic functions. Limits, derivatives, Cauchy-Riemann equations. Integration. Integrals, functions defined by integrals. Maximum modulus, Liouville's theorem, fundamental theorem of algebra. Series. Taylor and Laurent series. Uniform convergence, term-by-term differentiation, uniform convergence in general. Domain of convergence and classification of singularities. The residue theorem. PR: Math 315.

431. Methods and Materials in Teaching Mathematics **two hours**

This course is designed for senior education majors with a math teaching specialization of either grades 7-12 or 4-8. This course should be taken during the I.P.P., but may be taken earlier only with the consent of the instructor.

Medical Laboratory Technology

(Division of Allied Health)

101. Introduction to Medical Laboratory Technology **three hours**

Principles, practices and history of medical technology and relationship of the laboratory as part of the medical team are presented. Students will be oriented to medicine as a profession and the ethics involved. PR: Admission to the program.

102. Introduction to MLT **three hours**

Continuation of MLT 101 with emphasis on the practical aspects of medical technology. Through a combination of lecture and laboratory experience, students will be exposed to basic clinical laboratory techniques including: instrumentation, venipuncture and clinical microscopy. Two lab hours per week and two lecture hours per week. PR: MLT 101.

199. Special Topics in Medical Laboratory Technology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Clinical Serology Lecture **one hour**

Lectures dealing with antigen-antibody reactions, explanation of types and general principles of serologic tests including tests for syphilis, febrile agglutination, and latex fixation. PR: MLT 101 and 102.

201. Clinical Serology Practicum **one hour**

Laboratory practice in the performance of serologic tests. Students will receive experience in tests utilizing serial dilution, agglutination reactions, and other methods of antigen-antibody testing. PR: MLT 101 and 102.

202. Clinical Biochemistry Lecture **five hours**

Lectures explaining procedures utilized in the clinical chemistry laboratory. Principles, reactions, and diseases related to the various biochemical tests will be discussed. PR: MLT 101 and 102.

203. Clinical Biochemistry Practicum A (First Rotation) **two hours**

Laboratory experience in the basic methods of chemical analysis and reagent preparation. Students will receive practice in manual as well as automated methodologies. PR: MLT 101 and 102.

204. Clinical Biochemistry Practicum B (Second Rotation) **three hours**

Continuation of Practicum A with emphasis on developing proficiency in the performance of the various chemical tests. PR: MLT 101 and 102.

205. Clinical Microbiology Lecture **three hours**

Lectures in clinical bacteriology. Both pathogenic and non-pathogenic bacteria will be studied. Biochemical and serological methods will be discussed relative to the identification of various bacteria. PR: MLT 101 and 102.

206. Clinical Microbiology Practicum A (First Rotation) **one hour**

Laboratory experience is basic microbiology procedures. Students will learn methods of handling specimens, preparing media, and performing various tests leading toward the identification of bacteria. PR: MLT 101 and 102.

207. Clinical Microbiology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with greater emphasis on identification of various microorganisms. PR: MLT 101 and 102.

208. Clinical Mycology and Parisitology **two hours**

Students study the morphology, cultural characteristics and other methods of identifying mycobacteria, yeasts and parasites. PR: MLT 101 and 102.

209. Clinical Microscopy Practicum **two hours**

Laboratory practice in the collection and performance of various urinalysis tests including microscopic examination of urinary sediment. Students also receive practice in the analysis of gastric contents and kidney stones. PR: MLT 101 and 102.

210. Clinical Hematology Lecture **four hours**

Lectures in blood physiology and the principles of the various hematological tests used to measure the blood components. Material on coagulation is also included in the course. PR: MLT 101 and 102.

211. Clinical Hematology Practicum A (First Rotation) **two hours**

Laboratory experience in evaluating blood smears, practice in manual and automated counting techniques and coagulation procedures.PR: MLT 101 and 102.

212. Clinical Hematology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on proficiency in reading blood smears. PR: MLT 101 and 102.

213. Immunohematology Lecture **three hours**

Lectures explaining the immune process and the theory of blood banking. Students study the principles of antigen-antibody reactions dealing primarily with blood transfusions. Legal aspects of blood banking will also be included. PR: MLT 101 and 102.

214. Immunohematology Practicum A (First Rotation) **one hour**

Laboratory experience in the techniques of blood banking. Students learn to type blood, crossmatch blood and prepare some blood components. PR: MLT 101 and 102.

215. Immunohematology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on donor history taking and donor bleeding. PR: MLT 101 and 102.

216. Seminar **one hour**

This course gives the student an opportunity to correlate the information in each of the clinical areas. PR: MLT 101 and 102.

Medical Record Technology

(Division of Allied Health)

103. Directed Practice I **one hour**

This course is designed to provide and place emphasis on supervised clinical practice sessions on the theory of medical record keeping. The student will put into practice analyzing, numbering, filing and retrieving medical records. This practice will take place in a variety of health care institutions. Sixty hours clinical (4 hours per week).

104. Medical Record Science I **three hours**

This course serves as an introduction to the functions and duties of a medical record technician, the national organization as well as an orientation to the study of the basic medical record, analysis assembly, filing, record as well as storage and retrieval. Three hours lecture.

105. Medical Record Science II **five hours**

This course continues the elements from MRS 104. Included in this course are basic legal principles, interdepartmental relationships, as well as additional material for filing, numbering and storage systems. Four hours lecture and two hours laboratory per week. PR: MRS 104.

106. Directed Practice II **two hours**

This course is designed so that the students will do more practice in analyzing, numbering, filing and retrieving medical records. During this practicum the student will examine methods of gathering information and preparing statistical reports. Eight hours per week, clinical practices. PR: MRS 103.

109. Hospital Statistics **three hours**

This is a course in which the methods of computing statistics of health care institutions and storage areas for this material will be discussed. Basic statistics applicable to health care institutions will be introduced. PR: MRS 104. Three hours lecture.

205. Medical Record Science III **five hours**

This course is designed to emphasize the history and development of disease coding. The student will spend time learning the procedures of the various systems. Application of the current coding system will be emphasized. Indexing by manual method and computer are explained. Four hours lecture, two hours laboratory per week. PR: MRS 103, 104, 105, 106.

206. Directed Practice III **three hours**

This course is designed with the advanced student in mind. The student will continue in analyzing, numbering, filing, retrieving, transcribing, and preparing statistical data. In this particular practicum the student will be working with coding and indexing of disease entries. PR: MRS 103 and 106.

207. Medical Record Science IV **five hours**

This course is designed to reemphasize areas of hospital statistics, research methods, care studies and presentation of medical data. Current legislation regarding health care is presented; planning and organization skills are implemented during this class session.

Combined use of all skills is stressed. Four lectures and two laboratory sessions per week. PR: MRS 205, 206.

208. Medical Record Science Directed Practice IV **three hours**

This practicum course is designed as a composite of the previous practicums. Research techniques and special studies are stressed as well as management aspects. The managerial aspects include special reports, studies and questionnaires. Students are expected to perform all the technical skills. Twelve hours per week, clinical practices. PR: MRS 205, 206, taken concurrently with MRS 207.

209. Seminar **two hours**

This seminar is designed to integrate all content areas for the medical record technology students. It will allow the student to investigate and discuss trends in health care. The student will also discuss the practicum experience, review problems encountered, and determine possible solutions. Two lecture hours. PR: All MRS courses.

317. Medical Machine Transcription **two hours**

The course objectives will be to enable the student to refine his/her ability to transcribe pre-recorded medical dictation and to further his/her medical vocabulary and knowledge of medical procedures. PR: Bus. Ed. 102 or 35 words per minute typewriting speed. Two hours lecture.

Music

(Division of Fine Arts)

Note: All applied courses, Music 103, 303, 107, 307, 141, 341, including those applied courses on page 199 marked with an asterisk:

a. Open to students with sufficient musical background to benefit from individual instruction in techniques of playing band and orchestral instruments. Acceptance of the student will be the prerogative of the instructor. See FSC Bulletin Music Supplement for applied requirements, recitals, and applied levels.
b. One hour credit applied music courses require one-half lesson per week plus daily practice of one hour.
c. Two-hour credit applied music courses required two one-half lessons per week or one hour lesson per week plus two hours daily practice.
d. Student desiring to take two hours for applied lessons must have the permission of their instructor. This permission is usually given only to upperclassmen.

101. Concerts, Recitals, and Seminars **No Credit**

Pass or fail to be issued each semester. Scheduled campus concerts, seminars. Music majors and minors are required to attend 50 percent of these programs each semester enrolled in college, except when practice teaching.

103.* Organ I-IV; 303. Organ I-IV (last four semesters) **one-two hours**

The program of study will be fitted to the individual needs of the student. Acceptance of the student will be the prerogative of the instructor.

105. Piano Class I-II **one hour**

This course is designed for all students in beginning piano. This will be conducted as a class with each member being offered opportunity for participation. PR: For Piano Class II, Piano Class I.

107.* Piano I-IV; 307. Piano I-IV (last four semesters) **one-two hours**

See description under Music 103.

108. Beginning Theory (on demand) **two hours**

This course is designed for beginning music students who need additional background in theory.

109. Theory, Comprehensive **four hours**

This course is organized in five interacting streams of study to develop the skills necessary for the perception and understanding of music. These streams of study are comprised

of formal and harmonic analysis, composition, ear training, keyboard harmony and singing. This study surveys the compositional techniques of the eighteenth and nineteenth centuries. A weekly lab of five minutes is required.

110. Theory, Comprehensive **four hours**

A study designed to reinforce and expand concepts acquired in Theory 109, with emphasis in compositional study involving modulation and musical perception with and without score. Five minute laboratory. PR: 109.

139. Voice Class I (first semester); 339. Voice Class (second semester) **one hour**

Course consists of a study of fundamentals of voice production: breathing, resonance, articulation, and style.

141.* Voice I-IV; 341. Voice I-IV (last four semesters) **one-two hours**

Open to students who have sufficient musical background and vocal quality to merit individual instruction. The principles of proper vocal production are stressed with later emphasis upon solo repertoire in English, Italian, German, and French.

167. Collegiates I-IV; 367. Collegiates I-IV (last four semesters) **one hour**

A select touring choir. PR: Audition.

169. Band I-IV; 369. Band I-IV (last four semesters) **one hour**

Open to all students on campus with prior band experience, the band offers students the opportunity to continue their instrumental music participation at the collegiate level. During the fall semester, the band performs at home football games and at various parades and festivals throughout the state of West Virginia. During the spring semester, the band studies and performs a wide variety of band literature.

170. Laboratory, Band and Orchestra **No Credit**

Required of students who can play an instrument needed to keep a balanced organization. This course provides review experiences in conducting and playing instruments at the beginning and intermediate levels.

172. College-Community Symphony Orchestra I-IV; 372. College-Community Symphony Orchestra I-IV (last four semesters) **one hour**

Open to all students and members of the community who can play an orchestral instrument needed to keep a balanced organization. The course is designed to present the study and performance of orchestral literature appropriate to the playing ability of its members. Audition or at the discretion of the director.

173. Symphonic Choir I-IV; 373. Symphonic Choir I-IV (last four semesters) **one hour**

Open to all students who can sing a part. This course is designed to present a study of choral literature and administration through participation. PR: Tryout.

174. Men's Varsity Glee Club I-IV; 374. Men's Varsity Glee Club I-IV (last four semesters) **one hour**

A performance group open to all men of the college community. Literature selected from various styles, including pop, show tunes, folk and religious. Performances for college and community functions. Non-audition. (Not to be used for major performance participation credit in any music degree program.)

Individual Instruction in Band and Orchestral Instruments:

177.* Percussion I-IV; 377. Percussion I-IV (last four semesters) **one-two hours**

179. Saxophone I-IV; 379. Saxophone I-IV (last four semesters) **one-two hours**

181.* Flute I-IV; 381. Flute I-IV (last four semesters) **one-two hours**

183.* Clarinet I-IV; 383. Clarinet I-IV (last four semesters) **one-two hours**

185.* Oboe I-IV; 385. Oboe I-IV (last four semesters) **one-two hours**

187.* Bassoon I-IV; 387. Bassoon I-IV (last four semesters) **one-two hours**

189. Trumpet or Cornet I-IV; 389. Trumpet or Cornet I-IV (last four semesters) **one-two hours**

191.* Baritone Horn I-IV; 391. Baritone Horn I-IV (last four semesters) **one-two hours**

193.* French Horn I-IV; 393. French Horn I-IV (last four semesters) **one-two hours**

195.* Trombone I-IV; 395. Trombone I-IV (last four semesters) **one-two hours**

197.* Tuba I-IV; 397. Tuba I-IV (last four semesters) **one-two hours**

199. Special Topics in Music **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200.* Violin I-IV; 300. Violin I-IV (last four semesters) **one-two hours**

201.* Viola I-IV; 301. Viola I-IV (last four semesters) **one-two hours**

202.* Cello I-IV; 302. Cello I-IV (last four semesters) **one two-hours**

204.* Bass Violin I-IV; 304. Bass Violin I-IV (last four semesters) **one-two hours**

205. Music Appreciation **two hours**

A general music course in appreciation. Music composers of the classical, romantic and modern periods are discussed, and compositions of these composers are heard through recordings.

206. Music Appreciation for Majors **three hours**

The history and literature of music, with emphasis placed on listening to recordings of great music and the study of musical style and form of the leading composers of the Renaissance, baroque, Vienna, classic, romantic, and modern periods, for the purpose of developing greater depth in the discrimination and appreciation of music. Recommended for students enrolled in a music teaching field, subject specialization, or major. May be substituted for Music 205. Not open to students with credit for Music 205.

207. Beginning Recorder **two hours**

An introduction to music through learning to play the recorder. Music goals include the acquisition of skills in note reading, rhythmic reading, solo and ensemble playing styles, using music by composers from medieval, Renaissance, baroque, classic, and contemporary style periods. Academic goals include the acquisition of knowledge about the historical periods of music and the relationship of music to other arts and to world events.

209. Theory, Comprehensive **four hours**

Continuation of Music 110 covering theoretical principles of the baroque and classical periods. Emphasis on contrapuntal forms and compositions of large formal structures. Five minutes laboratory each week. PR: 110.

210. Theory, Comprehensive **four hours**

Continuation of Music 209 developing the skills necessary for the perception and understanding of music. Features theoretical principles of the romantic and twentieth centuries. Five minutes laboratory each week. PR: 209.

211. String Class I; 411. String Class II (last four semesters) **one hour**

This course is open to all students with sufficient background in music. A working knowledge of string instruments is attained through class instruction.

213. Brass Class I; 413. Brass Class II (last four semesters) **one hour**

This course is open to all students with sufficient background in music. A working knowledge of brass instruments is attained through class instruction.

215. Woodwind Class I; 415. Woodwind Class II (last four semesters) **one hour**

This course is open to all students with sufficient background in music. A working knowledge of woodwind instruments is attained through class instruction.

217. Percussion Class I; 417. Percussion Class II (last four semesters) **one hour**

Open to all students with sufficient background in music. A working knowledge of percussion instruments is attained through class instruction.

231. Elementary Music I (K-3) **three hours**

This course gives the student a background in music theory, terminology of music, rhythm, music reading, chord construction and use of the keyboard and classroom instruments needed by the classroom teacher. Methods activities and approaches of Orff, Kodaly, Manhattan Project, and others are emphasized for K-3. Two lecture hours and one laboratory hour per week. Required for all elementary teachers.

232. Elementary Music II (4-8) **three hours**

This course is a continuation of Music 231 and includes methods and procedures for carrying out the program in the elementary grades 4-8. PR: 231.

245. Fundamentals of Conducting **two hours**

A course designed to teach and develop the basic skills of conducting. PR: 109.

247. Stage Band I-IV; 447. Stage Band I-IV (last four semesters) **one hour**

Open to advanced woodwind students. Includes various woodwind ensembles. PR: Audition.

249. Advanced Woodwind Ensemble I-IV; 449. Advanced Woodwind Ensemble I-IV **one hour**

Open to advanced woodwind students. Includes various Woodwind ensembles. (Last four semesters.) PR: Audition.

251. Instrumental Repair and Maintenance I **two hours**

A survey of the simple instrumental repair problems that are commonly encountered in a school music program. Practical repair experiences are included where appropriate.

275. Advanced Brass Ensemble I-IV; 475. Advanced Brass Ensemble I-IV (last four semesters) **one hour**

Open to advanced instrumental students. Designed to give students an opportunity to participate in small ensembles. Groups meet on a regular weekly rehearsal schedule under faculty direction. PR: Audition.

277. Advanced Vocal Ensemble I-IV; 477. Advanced Vocal Ensemble I-IV (last four semesters) **one hour**

Open to advanced vocal students. Designed to give students experience in small ensemble participation. Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.

279. Advanced Percussion Ensemble I-IV; 479. Advanced Percussion Ensemble I-IV (last four semesters) **one hour**

Open to advanced percussion students and students with percussion experience. Designed to give students experience in small ensemble participation: Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.

309. Orchestration **two hours**

Basic instrumentation and arranging for band and orchestra. PR: 210.

310. Counterpoint (on demand) **two hours**

A study of the style and technique involved in the writing of sixteenth century polyphonic music. PR: 210.

311. Form and Analysis (on demand) **two hours**

A study of form and the analysis of music as found in the literature from the seventeenth to the twentieth century. PR: 209.

312. Composition (on demand) **two hours**

This course is designed to teach, through the study of various types of music, a basic and accepted approach to creative composition. PR: 209.

315. Music History: Medieval and Renaissance **two hours**

The development of musical styles in the medieval and Renaissance eras. PR: Music 209, 206 and permission of instructor.

316. Music History: Baroque and Classic **two hours**

The development of musical styles in the baroque and classic eras. PR: Music 209, 206 and permission of instructor.

317. Music History: Romantic and Twentieth Century **two hours**

The development of musical styles in the nineteenth and twentieth centuries. PR: Music 209, 206 and permission of instructor.

320. Techniques of Keyboard Accompanying **one hour**

A course designed to acquaint advanced students of piano and organ with the techniques involved in playing accompaniments for performing groups and soloists. Regularly scheduled laboratory experiences in playing accompaniments for vocal and instrumental soloists and ensembles will be provided. This course may be substituted for applied piano. PR: Permission of instructor. Given on demand.

328. Elementary Music Methods and Material for Majors, K-6 **two hours**

Enables the student to communicate musical ideas through visual and oral approaches and to demonstrate a knowledge of the sources and ability to use quality materials, methods, and literature for comprehensive music program K-6. PR: 110, 139 and/or 141.

347. Advanced Conducting **two hours**

The student will be able to conduct advanced musical groups using those conducting techniques required in instrumental and choral conducting. PR: 245.

376. Civilization—A Personal View **three hours**

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

425. Marching Band Techniques **two hours**

This course is designed to explore the various components needed to direct a successful marching band program. Topics will include: philosophies, administration, basic marching techniques, show design, accurate charting, music selection, auxiliary units, uniforms, and rehearsal techniques.

429. Instrumental Methods, Materials and Administration **two hours**

Advanced and practical application instrumental conducting techniques, methods, administration and materials used in teaching instrumental music in the secondary schools. PR: 209 and 245.

430. Choral Methods, Materials, and Administration **two hours**

Advanced and practical application of choral conducting techniques, methods, administration, materials used in teaching choral music in the secondary schools. PR: 209 and 245.

431. Methods and Materials in Teaching Music, 7-12 **two hours**

Techniques, methods and materials used in teaching and administering general music classes and high school music major classes. To be taken during the Initial Performance Practicum.

432. Choral Workshop (on demand) **two hours**

Offered to upgrade choral instructor's teaching techniques and administration. Includes experiences in conducting choral groups, interpretation, participating in choral rehearsals and performances, and the study of problems related to choral teaching and administration.

433. Instrumental Workshop (on demand) **two hours**

Offered to upgrade instrumental teaching techniques and adminstration of instructors. Includes experiences in conducting instrumental groups, interpretation, participating in instrumental rehearsals and performances, and the study of problems related to instrumental teaching and administration.

434. Composition Workshop (on demand) **two hours**

Study of the composition of choral and instrumental works. Experience of hearing works performed by live groups provided.

435. Music Production Workshop **one-three hours**

A laboratory experience in music theater. Course culminates in a public presentation of opera or musical comedy. PR: Consent of instructor.

437. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

438. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

439. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

440. Senior Recital **one hour**

(See FSC Music Bulletin Supplement). All music majors are required to present a senior recital or its equivalent before the faculty jury or public.

442. and 443. Theory Workshop (on demand) **two-three hours**

Identification of suitable materials for the teaching of theory in the high schools as well as methodology and pedagogical procedures for theory instruction. May be repeated for additional credit—maximum 6 hours.

444. and 445. Elementary Workshop (on demand) **two-three hours**

Identification of suitable materials for the teaching of elementary music as well as new and innovative methodology. May be repeated for additional credit—maximum 6 hours.

Nursing

(Division of Allied Health)

100. Introduction to Nursing **one hour**

This course is designed to introduce the student to the profession of nursing as follows: to the total health care system; to current problems and issues; and to specific legal concerns, as they relate to the nursing profession. Introduction to Nursing is offered in the first semester.

101. Fundamentals of Nursing **seven hours**

This course is concerned with the study of nursing care common to all patients. The scientific principles underlying that care are emphasized. Topics in the course include: factors affecting health, nurses' role in relation to patient care, the use of problem-solving methods in planning care, development of basic interpersonal and technical skills, and beginning concepts relating to pharmacology. (4 hours lecture, 6 hours lab).

103. Medical-Surgical Nursing **ten hours**

This course is designed to help students develop an understanding of selected health problems of adults related to man's physiological needs, ways he copes with his environment and adapts to dependency needs as a result of illness. Selected laboratory experience in caring for hospitalized patients will enable the student to develop an understanding and acquire skill related to content being studied and the student's individual needs. (4 hours class and 12 hours of laboratory per week.) PR: Nursing 101, Home Economics 110 and Biol. 170 (Anatomy and Physiology). Biol. 205 concurrently.

199. Special Topics in Nursing **one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

202. Medical-Surgical Nursing **ten hours**

This course, a continuation of Nursing 103, emphasizes complex health problems and man's emotional and psychological needs. Selected laboratory experience will include care of hospitalized patients and those in other community agencies. (4 hours class and 12 hours laboratory per week.) PR: Nursing 203.

203. Psychiatric Nursing **six hours**

This course is a study of the concepts of mental health and common problems of mental illness, with emphasis on nursing care to meet the needs of clients having a functional disorder. The course stresses interpersonal and group relationships, communication skills in interactions, appropriate response to behavioral symptoms, dynamics of behavior and common deviate behavior patterns, a therapeutic environment, current therapies and community mental health resources available to meet the emotional needs of the client and his family. (6 hours class and 12 hours laboratory)—(Off campus summer session.) PR: Nursing 103, Psychology 101.

204. Trends in Nursing **two hours**

This course is concerned with the development of nursing as a profession and the rights and responsibilities of practitioners within the profession.

205. Maternity Nursing **five hours**

Maternity Nursing is an introduction to the physiological, psychological, social changes related to the child-bearing process as it affects both the mother and the family unit. Emphasis is placed on the normal processes and then compared to the abnormal. Antepartal and postpartal experiences include visits to local obstetrician's offices and family planning clinics. Experience in labor and delivery, immediate post-partal and infant care is provided in a hospital setting. Eight weeks. PR: Nursing 202.

206. Nuring of Children **five hours**

This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the various stages of childhood. Congenital anomalies, health problems, disorders and illnesses of children in each stage of development from infancy through adolescence are considered. A family-centered approach to child care is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. PR: Nursing 202.

Philosophy

(Division of Social Science)

199. Special Topics in Philosophy **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Philosophy **three hours**

A survey of the principal problems arising out of man's attempts to organize his experience and direct his existence.

250. Great Philosophers **three hours**

A survey of the historical development of philosophical thought from ancient Greece to the twentieth century.

300. Introduction to Logic and Philosophical Analysis **three hours**

Problems and techniques of systematic thinking about philosophical ideas. Subjects include: epistemological theory, basic techniques of inductive and deductive reasoning, the nature and use of definitions, the identification of fallacies, and the effective use of factual, hypothetical, and theoretical statements.

325. Thinking About Values **three hours**

A study and evaluation of classical and contemporary theories of what constitutes right and wrong, good and bad, inhuman conduct, with emphasis on the implications of these theories for resolving contemporary moral problems.

350. Comparative Religion **three hours**

Description and analysis of the philosophical systems underlying the major religions of the world.

375. Philosophy of History **three hours**

(Credit in either philosophy or European history.) A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience.

400. Seminar **three hours**

Research and reading for advanced students.

Physical Education

(Division of Health, Physical Education, Recreation and Safety)

100. Basic Physical Education **one hour**

Analysis and application of the rules, boundaries, strategies and psychomotor skills characteristic of a variety of sport forms are examined. The course is offered in eight-week sessions.

101. Basic Physiological Conditioning-Health **one hour**

Analysis, application and integration of basic physical conditioning and health concepts are studied. The course is offered in eight-week sessions.

121. Introductory Seminar in Educational Sport **two hours**

Knowledge, skills, values, and trends characteristic of sport and current professional endeavors are surveyed.

126. Beginning Tennis **one hour**

The student will be introduced to basic skills, rules, boundaries, game situations, and team play.

199. Special Topics in Physical Education **one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

211. Anatomy and Physiology **four hours**

The basic knowledge of the structure and functions of the human body and the changes that occur during physical activity and sport is studied. PR: Biology 101-102.

212. Physiology of Exercise **three hours**

The knowledge of basic physiological adaptations that accompany physical activity and sport is investigated. PR: Physical Education 211.

222. Foundations of Education Sport **two hours**

Historical, physiological, psychological and sociological aspects of sport and physical activity are explored. PR: Physical Education 121.

223. Evaluation of Instruction in Sport **three hours**

The evaluative processes pertinent to the instruction of sport activities are studied. Further emphasis is placed on the formation of objectives, construction, and selection of tests, computation of statistical scores, and appraisal of total program effectiveness. PR: Physical Education 222.

231. Early Psychomotor Activities **two hours**

The analysis and application of the psychomotor skills and patterns characteristic of sport lead-up games and the dance are examined. PR: Physical Education 121.

232. Basic Aquatics **two hours**

The knowledge and skills necessary to become proficient and safe in or on the water are introduced. PR: Physical Education 121. (Does not apply to Recreation Minor.)

233. Advanced Aquatics-Lifesaving **two hours**

Basic and advanced swimming strokes are examined with an emphasis on achieving proficiency in lifesaving techniques. PR: Physical Education 211 or Consent of instructor. (Does not apply to Recreation Minor.)

234. Individual and Dual Sports **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: badminton, tennis, racquetball, track, running, strength training, fishing and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

235. Team Sports—Men's Regulations **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: football, soccer, baseball, volleyball, speedball, and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

236. Team Sports—Women's Regulations **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: basketball, speedball, volleyball, softball, flag football, field hockey, soccer and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

237. Gymnastics—Men's Regulations **two hours**

Knowledge and skills specific to the men's gymnastic events of floor exercise, still rings, vaulting, pommel horse and parallel bars are introduced.

238. Gymnastics/Modern Dance—Women's Regulations **two hours**

Knowledge and skills specific to the women's gymnastic events of floor exercise, vaulting, uneven bars and balance beam are introduced. Practical experience is presented in the area of axial, locomotor, and composition techniques of modern dance.

245. Gymnastics **two hours**

Knowledge and skills specific to the competitive events of: floor exercise, vaulting, parallel bars, rings, balance beam, side horse, high bar, and trampoline are introduced.

313. Mechanical Analysis of Sport **three hours**

Basic knowledge of the laws and principles of mechanics employed in physical activities and sport is examined. PR: Physical Education 211.

318. Sport Social Psychology **three hours**

Knowledge related to the social and psychological aspects of physical activity and sport is studied. PR: Sociology 110, Psychology 101, Physical Education 222.

324. Educational Sport **three hours**

Philosophical, development and organizational factors essential for the modification of sport as an education medium are examined. PR: Physical Education 222 and 223.

325. Psychomotor Analysis Lab **three hours**

Application and analysis of teaching models and evaluation techniques to a sport environment in order to facilitate affective, cognitive, social and psychomotor learning outcomes are examined. Practical teaching experience in the psychomotor domain is provided. PR: Physical Education 231 and 324.

326. Early Psychomotor Development **two hours**

An analysis of the growth, development, and maturation of cognitive, psychomotor, affective and social sport behaviors of children is taught. Activities pertinent to early childhood experiences are explored.

339. Teaching of Gymnastics **three hours**

The student will be introduced to the knowledge and skills specific to the gymnastic events of floor exercise, vaulting, parallel and uneven parallel bars, balance beam, still rings, side horse, high bar, and trampoline.

341. Adapted Physical Education **three hours**

Contemporary methods and techniques related to the instruction of the adapted and special physical education programs are studied. PR: Physical Education 211, 212, 313.

342. Field Experience in Adapted Physical Education **two-four hours**

Field experience in working with institutions and organizations which provide services to the handicapped is provided. Variable credit is dependent upon the nature and duration of the field experience. PR: Physical Education 341.

353. Field Experience in Sport Coaching **two-four hours**

Field experience will be provided to involve the student as an intern coach in either an intercollegiate or interscholastic sport program. PR: Physical Education 351 and 352.

354. Sports Officiating **two hours**

This course involves the technical and theoretical aspects of sport officiating. The first semester course will emphasize men's regulations common to the sport; the second semester will emphasize women's regulations common to the sport. Men and/or women may enroll. PR: Consent of instructor.

355. Scientific Foundations of Sport Coaching **four hours**

The student will examine basic human physiological adaptations that occur during participation in sport activities. Basic mechanical laws and principles and their application to the performance of sport activities will be examined.

356. Administration and Coaching of Sport **three hours**

Basic psychological, philosophical, and technical knowledge and their relationship to the coaching of sport activities will be studied. Further emphasis will be given to the principles and practices that are required in the planning, organization and administration of sport programs.

357. Medical-Legal Aspects of Sport Coaching **two hours**

Anatomical and physiological concepts related to the prevention and care of physical trauma which occur in sport activities are studied. Legal aspects of injury prevention and care as they are related to the sport programs are examined.

358. Techniques of Sport Coaching **six hours**

Sport skill techniques in combination with the theoretical aspect of sport coaching are presented. A field experience in sport coaching will be provided through an internship in two selected intercollegiate or interscholastic sports programs.

365. Activities in Outdoor Education **one-three hours**

Experience in outdoor education including backpacking, canoe-camping, rock climbing, and other activities is provided. Each weekend will be spent at a different location to develop a variety of outdoor educational skills.

366. Field Experience in Outdoor Education **one-three hours**

Extended outdoor educational experiences including Appalachian Trail, river canoe-camping trips, and others are provided. The course will be offered for variable credit which will vary according to the length of the experience. PR: Physical Education 365.

371. Principles of Athletic Training **three hours**

Basic competencies related to controlling and managing sport-related injuries, including presentations of prevention and treatment of injuries frequent in a variety of sport activities are studied. PR: Physical Education 211 and 212.

372. Field Experience in Athletic Training **two-four hours**

Experiences in athletic training procedures and techniques with college and secondary school athletic teams are provided. Variable credit is dependent upon the nature and duration of the internship. PR: Physical Education 371.

381. Water Safety Instructors **two hours**

The student will study the methods of instruction in lifesaving and water safety. Satisfactory completion of the course qualifies the student for the American Red Cross Instructor's Certificate for teaching senior lifesaving.

382. Springboard Diving and Aquatic Games **two hours**

Application and interpretation of the principles required to execute basic dives in each of the five positions are taught. Skills will be taught involving several aquatic games such as water polo, water basketball, and others.

431. Methods and Materials in Teaching Physical Education **two hours**

This course is a study and discussion of methods and curriculum of teaching physical education. Materials and techniques of instruction appropriate for all grade levels are examined.

450. Advanced Sport **one hour**

This course is opened only to students with sufficient background in the techniques and methods of an indicated sport. Credit is not to be awarded until the student has attained junior standing and can be received only once during a student's academic career. This course cannot be used to fulfill the requirements in any degree program. (Elective credit only.)

Physical Science

(Division of Science and Mathematics)

Physical Science is offered as a fulfillment of the General Education requirement and as an integral part of various science-oriented teaching fields.

100. Scientific Methodology **two hours**

One 1-hour lecture and one 2-hour laboratory per week. This course is a laboratory oriented course designed to emphasize the methods and processes which permeate all scientific disciplines. Students will be exposed to experiences in a variety of areas of the physical sciences. This course is required for all Secondary Education Majors seeking to fulfill their General Studies Science requirements by taking six hours of Physical Science.

101. Astronomy **two hours**

A descriptive survey of the planet earth, the solar system, and the universe. Some of the latest findings and theories about our universe are presented.

102. Chemistry **two hours**

The study of the basic principles and concepts of chemistry. A study of the everyday applications of chemistry are made throughout the course.

103. Geology **two hours**

The study of the materials of the earth's crust and the geological processes in and on the earth. A study is also made of the evolutionary processes of the earth.

104. Physics **two hours**

A general survey course for the non-science major. Emphasis is placed on basic physics principles and their everyday applications rather than on mathematical problem solving.

105. History of Physical Science **two hours**

The study of the development of the physical sciences through the twentieth century. The major scientific revolutions within the physical sciences and their structure is investigated.

199. Special Topics in Physical Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. General Physical Science **three hours**

Two hours of lecture and one two-hour laboratory assignment. This course is designed to provide elementary education majors with basic concepts in astronomy and physics. *For Elementary Education majors only.*

202. General Physical Science **three hours**

Two hours of lecture and one two-hour laboratory assignment. This course is designed to provide the elementary education majors with the basic concepts of chemistry and geology. *For Elementary Education majors only.*

412. Science in the Elementary School **two hours**

This course is designed as a study of modern practices and techniques in the teaching of science. Students are to be guided in developing instructional units in such areas as the earth and its atmosphere, conservation, living things (plants and animals), energy changes (machines, light, sound, electricity, and magnetism) and outer space. PR: Biol. 101, 102 and 6-8 hours in the physical sciences. This course should be taken the semester prior to the I.P.P.

431. Methods and Materials in Teaching Science **two hours**

The course is designed for students preparing to teach science at the secondary school level. Students will investigate the nature of science and science teaching, develop instructional units, become familiar with science curriculum projects, and study the special instructional procedures related to science teaching. Offered only second semester of each year.

Physics

(Division of Science and Mathematics)

101. Introduction to Physics **four hours**

A three-hour laboratory period each week supplements the three lecture-recitation periods. Elementary principles of mechanics, sound, and heat are studied in this course.

102. Introduction to Physics **four hours**

A continuation of Physics 101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: Physics 101.

199. Special Topics in Physics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Demonstrations in Physics **two hours**

Effective use of everyday materials to illustrate physical phenomena, experience with a variety of lecture equipment, and practice in planning and executing demonstrations describe the nature of this course. It is designed to serve teachers in both the elementary and secondary schools. PR: Consent of the instructor is sufficient, but a course in one of the physical sciences is highly recommended.

202. Astronomy **three hours**

A study of the physical properties of the solar system, stars, and galaxies, including the concepts of motion, space and time. Occasional night sessions. PR: Recommended: Physics 101.

310. Electricity and Electronics **four hours**

A review of elementary direct and alternating current theory and transient responses of electrical components. Basic theory of vacuum tubes, semiconductors, amplifier principles, and logic circuits is introduced. Two hours of laboratory and three hours of lecture each week is required. PR: Physics 101, 102.

320. Mechanics **three hours**

This course deals with vectors and simple vector coordinate systems, kinematics and dynamics of particle and rigid body motion, centroids and moments of inertia, conservation theorems, and scalar fields. This course also includes elementary hydrostatics, hydrodynamics, thermodynamics, and wave motion. PR: Physics 101, 102; Math 116, or consent of instructor.

321. Mechanics **three hours**

A continuation of 320.

340. Special Problems **two hours**

Individual studies by advanced students of problems of special interest in the field of physics. PR: Physics 101, 102, Math 116.

350. Mathematical Methods of Physics **three hours**

This course deals with the applications of vectors, vector algebra, vector analysis, differential calculus, integral calculus, and differential equations to problems in physics and related scientific fields. PR: Physics 101, 102; Math 115; or consent of instructor.

420. Introduction to Modern Physics **three hours**

A study of elementary relativity theory, particle-wave description of matter, electromagnetic radiation, Schrodinger wave equation with applications to atomic and nuclear physics. PR: Physics 101, 102; Math 116.

421. Introduction to Modern Physics **three hours**
A continuation of Physics 420.

Political Science

(Division of Social Science)

103. American Government **three hours**
A survey of the American political system dealing with the form and function of the American federal system.

199. Special Topics in Political Science **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Political Science **three hours**
A study of the fundamentals of politics and key issues; the concept of the state and its agent, government; types of political authority; the scope of governmental activities; the problem of world order.

201. Principles of International Relations **three hours**
A study designed to acquaint the student with the theory and practice of international relations.

203. Comparative Government **three hours**
A survey designed to give a broad general acquaintance with the political institutions and government practices of certain nations.

204. Introduction to Public Administration **three hours**
An introductory study of the origins, structures, and processes of government administration.

205. State and Local Government **three hours**
A study of the structure and function of American state and local governments.

206. Public Planning in Appalachia **three hours**
A study of federal-state relations, regional planning and development administration in West Virginia, the Appalachian Regional Commission, public program analysis and evaluation, and images and realities of public planning in West Virginia.

207. Public Budgeting and Government Finance **three hours**
A course analyzing the political, economic, and social aspects of budgeting with particular emphasis on the interrelatedness of each in West Virginia state and local government.

209. Special Topics **three hours**
A course allowing for an issue-oriented study of some germane matter in public administration that involves an extensive commitment to a single issue or policy area over the course of the semester.

211. Military Science Part I **three hours**
Examines the requirements for military training and the psychological and technical aspects of effective instruction. Additionally, the military career system and the occupational specialties options available are reviewed. PR: Prior military service, or ROTC training, or Basic ROTC Summer Camp attendance and consent of instructor.

212. Military Science Part II **three hours**
Race relations/drug abuse seminars are conducted to familiarize students with the leadership techniques involved in coping with these social problems. Additionally, practical training is conducted in squad and platoon-level tactics. The course is designed to prepare the student for Advanced Camp. PR: 211.

240. Nonparametric Statistics **three hours**
Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas in-

clude nonparametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the Sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)

301. Comparative Public Administration **three hours**

Utilizing the techniques of comparative analysis, this course explores the theory and practice of public administration in various cultures and political systems; attention is centered on the practices of administration in American national, state, and local governmental settings.

303. Political Parties **three hours**

A study of the origins, growth, and development of the American political parties. PR: 103.

304. American Constitutional Government and Law **three hours**

A study of the development, interpretation and application of basic principles of constitutional law in the United States. The course will be concerned with the definition, extents, and limitations of governmental powers and rights of Americans. PR: 103.

305. American Political Theory **three hours**

A study of the political literature which has given expression to the ideas of individual liberty enjoyed by American citizens.

306. The American Presidency **three hours**

This course will introduce the student to the institution of the American presidency and will also be a comprehensive survey of the presidency. An attempt will be made to examine several aspects of the office and to expose the student to a variety of views about the presidency.

308. Public Personnel Administration **three hours**

An examination of public personnel administration with emphasis on such matters as the merit system, the historical development of the public service, staffing, training, classification, the rights and obligations of public employees, and the human relations aspects of public management.

310. Recent Political Theory **three hours**

An analysis of the development and theoretical foundations of three major ideologies of the nineteenth and twentieth centuries: Communism, Fascism, and Democracy.

311. Military Science Part III **three hours**

Stresses the responsibilities of an officer and affords leadership experience through performance as a cadet leader. Military staff procedures, military law, and tactical military operations, which prepare the student for future service, are studied. PR: 211 and 212.

312. Military Science Part IV **three hours**

Advanced leadership techniques, behavior patterns, and personnel management problems are discussed in seminars. The military role in United States foreign policy and world affairs is examined. PR: 211, 212, and 311.

321. U.S. Foreign Policy **three hours**

A study of U.S. foreign policy formulation and of policies by areas and functions. PR: 103.

350. International Law and Organization **three hours**

A study of the structure and functions of international institutions and legal processes involved in the effort to maintain peace and security in the world.

360. Government and Politics of the Far East **three hours**

A study of political systems and developments in the countries of Communist and Nationalist China, South and North Korea, and Japan, with emphasis on Communist China, including such relevant aspects as the historical foundation, the economic problems, and the foreign policy of the state.

393. The Future of Man **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice.

404. Civil Liberties in the U.S. **three hours**

A study of the nature and substance of civil liberties in the United States. The philosophy underlying the Bill of Rights will be analyzed and the development of each of the great freedoms protected therein, such as free speech, free press, and free religion among others, will be described and discussed. Particular attention will be given to how the Supreme Court has interpreted and applied the guarantees contained within the Bill of Rights in specific instances. PR: Political Science 103.

406. International Problems **three hours**

The foreign policies of the nations and the machinery established and functioning for the peaceful adjustments of international differences.

410. Problems in American Government **three hours**

A study of current problems affecting the structure and function of American national government. PR: Consent of instructor.

411, 412, 413. Area Studies **three hours**

Studies of selected areas or regions of the world conducted on an interdisciplinary basis. The area selected and the time span studied will be determined by the instructor. PR: Consent of instructor if offered as an arranged class; no prerequisite required if class meets regularly.

450. Practicum **three-twelve hours**

A work internship in government or political agencies designed to give students pertinent experience in a particular field of political science.

470. Seminar in Political Science **three hours**

A survey of recent developments in the practice and theory of politics with an emphasis on independent study. PR: Consent of instructor.

Psychology

(Division of Social Science)

General Program

101. Introduction to Psychology I **three hours**

Topics include: Psychology as a science, statistics, learning, motivation, emotion, personality, and developmental psychology.

102. Introduction to Psychology II **three hours**

Topics include: physiology, sensation, perception, social, behavior pathology, cognitive processes, industrial, community, testing, and psychology as a profession. PR: Psychology 101.

199. Special Topics in Psychology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

210. Personal Adjustment **three hours**

A basic course in the analysis of human behavior. Special emphasis is given to the mechanisms of adjustment and the development of healthy individual adjustment modes. PR: Psychology 101.

220. History of Psychology **three hours**

Traces the development of the science of psychology from its origins in philosophy, physiology, and medicine, to the modern era. PR: Psychology 101.

230. Social Psychology (Same as Sociology 305) **three hours**

A study of how man affects and is affected by other men. Topics include: Social psychological foundations of person perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: Psychology 101.

240. Statistics **four hours**

Elementary statistical description and analysis as employed particularly in the behavioral sciences. Three hours lecture, one hour laboratory per week. PR: Psychology 101.

250. Community Psychology **three hours**

Lectures, discussion, readings, and field-observation designed to acquaint the student with the philosophy, technique, and theory of community mental health. PR: Psychology 101.

260. Industrial and Personnel Psychology **three hours**

Psychological concepts and methods as applied to personnel management, human-factors engineering; employee selection, motivation, training, productivity, consumer psychology, and human relations. PR: Psychology 101.

300. Abnormal **three hours**

A survey of the antecedents, diagnosis, treatment, and prevention, of various maladjustments and personality disturbances. PR: Psychology 101, 210, 240.

310. Experimental **three hours**

An introduction to the procedures of experimental research, design, and evaluation, using principally laboratory techniques. Two hours lecture, two hours laboratory weekly. PR: Psychology 101, 102, 240.

320. Sensation and Perception **three hours**

An examination of the classical concepts in sensation and perception and of the resulting psycho-physical data for each of the major senses with an emphasis on vision and audition. Psychology and modern perceptual formulations are discussed through the analysis of empirical data. PR: Psychology 101, 102, 310.

330. Developmental **three hours**

A longitudinal study of behavior change and development through the life-span of the human. Phases include prenatal to old age. Cross culture comparisons are made where possible. This course may not be substituted for or by Education 302 or 303 and Home Economics 330. PR: Psychology 101, 102.

340. Operant Techniques and Applications **three hours**

A detailed study of operant techniques and methodologies from the experimental laboratory to the community at large. Emphasis is placed on the development of skills in the observation, manipulation, and evaluation, of various behavior control techniques in the light of ethical concerns. PR: Psychology 101, 102, 310, or consent of instructor.

350. Physiological **three hours**

Basic development, structure, and function of the central nervous system, autonomic nervous system, and endocrine system. The emphasis is upon the relation between physiological functioning and the behavior of the normal, intact, whole organism. PR: Psychology 101, 102 or consent of instructor.

360. Human Learning **three hours**

The study of the influences on and the processes of thinking, memory, perception, cognition, and verbal behavior, are emphasized. PR: Psychology 101, 102, 310, or consent of instructor.

370. Theories of Learning **three hours**

A study of the experimental procedures, data, and concepts, dealing with changes in behavior usually defined as learning. The emphasis is on a detailed analysis of various theories of learning and contemporary approaches. PR: Psychology 101, 102, 310.

390. Foundations of Psychology **three hours**

A detailed study of the methodological and philosophical issues involved in the analysis of behavior. Such topics as operationalism, formalism, reductionism, logical analysis and the nature of data in the behavioral sciences are introduced and related to research in the various areas of psychological interest. The objectives are to provide insight into the nature of scientific research, to foster the ability to construct empirical hypotheses, to develop facility in designing experimental tests of hypotheses, to promote effective reading and evaluation of psychological journals, and to encourage writing and speaking about theory and experimentation. PR: Psychology 101, 102, 310.

393. The Future of Man **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice.

400. Psychological Assessment **three hours**

General theory of measurement as involved in various areas of psychology such as psychological tests, attitude scales, psychophysics, and quantified behavior theory. PR: Psychology 240 or consent of instructor.

410. Theories of Personality **three hours**

Critical consideration of the major theories of personality, including Freudian, neo-Freudian, learning and trait theories. The basis of personality theory development will also be emphasized. PR: Psychology 101, 102, 300.

420. Comparative-Ethological Psychology **three hours**

A study and comparison of the methods and major theories in ethology and psychology as related to the behavior of species at different phylogentic levels. Through lectures, laboratory, and field observations, topics covered are behavior as related to species, speciation and evolution; imprinting, learning, the place of animal experimentation in psychology, and aspects related to population and ecology. PR: Psychology 101, 102, 310, or consent of instructor.

460. Seminar **three hours**

The discussion of specific research topics as reported in the contemporary psychological literature and decided upon by the faculty instructor. Rotated among faculty each semester. Results from individual research projects are an object of this course. PR: Consent of instructor. May be repeated once.

480. Directed Studies **variable credit one, two, three hours**

Intensive study and reading of a topic selected by the student and instructor. Requirements and hours credit decided before registration through instructor-student consultation. PR: Consent of instructor. (Six hour limit.)

490. Directed Research **variable credit one, two, three hours**

Opportunity for work on individual library or experimental projects. Requirements, including a thesis, and hours credit decided before registration through instructor-student consultation. PR: Consent of instructor. (Six hour limit.)

Industrial-Personnel Program

481. Industrial Psychology, Methods I **three hours**

Skills and understanding are developed in the areas of job analysis, performance appraisal, training, motivation, attitudes, job satisfaction, productivity, and consumer psychology. Some field work required. PR: 101, 102, 230, 240, 260, 310, 360, or consent of instructor.

483. Industrial Psychology Methods II **three hours**

Skills and understanding are developed in the areas of: leadership, supervision, communication, organizational behavior, accidents and safety, fatigue, monotony, working conditions, and engineering psychology. Some field work required. PR: 481 or consent of instructor.

485. Advanced Psychometrics **three hours**

Topics concerned with personnel selection and placement, as well as a more advanced treatment of reliability and validity. Skills in these areas are developed. PR: 400 and consent of instructor.

487. Practicum I **three hours**

489. Practicum II **three hours**

These Practica afford an application of knowledge and techniques developed within the Industrial-Personnel Program. Students work under supervision in participating businesses, industries, and institutions. The remaining time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Industrial-Personnel Program and consent of instructor.

Community Service Program

491. Psychopathology of Childhood and Adolescence **three hours**

Problems of etiology, diagnosis and treatment of maladjustment in childhood and adolescence. Problems like drug addiction, juvenile delinquency are analyzed and discussed. PR: Psychology 300, 330, or consent of instructor.

493. The Psychology of Aging **three hours**

A study of problems facing the aging. The psychological, social, and physiological aspects of aging and methods of treatment are analyzed and discussed. PR: Psychology 300, 330, or consent of instructor.

494. Interpersonal Dynamics **three hours**

The main objective of the course is to develop techniques and basic skills required for effective operation in a psychological setting, which include: interviewing, role-playing, and facilitating dyadic and small "dynamics centered" group interaction. Further, these techniques are diagnostic and therapeutic methods are experienced and discussed in terms of various psychological theories of communication. PR: Speech Communication 101, courses in Community Service or Industrial-Personnel, and consent of instructor.

495. The Psychology of Delinquency **three hours**

Factors in the etiology of the delinquent in the modern society with special emphasis on the urban scene. Personality and emotional problems associated with delinquency, and problems of treatment. Students will visit persons and institutions for juvenile delinquents. PR: 300, 330, or consent of instructor.

497. Clinical Practicum I **three hours**

498. Clinical Practicum II **three hours**

An application of knowledge and techniques developed within the psychology program. Students work under supervision in assigned agencies or institutions. Other practicum assignments are made as available. The remainder of time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Community Service Program and consent of instructor.

Recreation

(Division of Health, Physical Education, Recreation, and Safety)

141. Introduction to Recreation **three hours**

The historical and philosophical foundations of leisure and recreation are introduced. Knowledge needed to develop concepts concerning recreation, the socio-economic movement affecting the growth and development of recreation, the economic services and the various areas of facilities used in recreation will be investigated.

142. Social Recreation **three hours**

This course is designed to present material and information necessary to adequately conduct social recreation in clubs, churches, camps, playgrounds, and recreation centers. Students will be involved with planning, programming, and conducting social recreational activities.

143. Outdoor Recreation **three hours**

The history and development of outdoor recreation, conservation and organized camping are examined. Opportunities are provided to learn camp craft and leadership skills and techniques through field trips and outings.

144. Group Leadership **three hours**

Information concerning human dynamics, leadership abilities, and the identification of group types is presented. Students will obtain practical knowledge of group situations and the principles necessary for effective leadership. Opportunities for observation of recreation leaders will be provided. PR: Recreation 141.

145. Program Planning and Organization **three hours**

The underlying principles for effective recreation planning are presented. Attention is given to the variety of programs associated with recreation and the interests of the participants. Information is presented concerning methods of planning, organization, leadership, facilities and equipment. PR: Recreation 141.

146. Folk and Square Dance **two hours**

The history and development of folk and square dancing are surveyed. The student will learn the ncessary skills for participation and teaching a wide variety of dances. Appropriate dance activities within various recreational settings will be investigated.

153. Seminar in Outdoor Recreation **two hours**

An advanced experience in the organization and presentation of various outdoor programs is provided. Participation includes a number of weekend and extended outdoor experiences plus field studies in area outdoor facilities. PR: Recreation 143.

154. Recreation Field Work I **two hours**

The student will become acquainted with the nature and diversity of available recreation programs and services available. The student will be assigned to recreational settings distinctly different in philosophy, organizational structure, and clientele served. PR: Recreation 141, 144, and 145.

155. Recreation Field Work II **two hours**

The sequence of field work courses is developmental. Progress develops from a dependent position to an interdependent position. The course is a continuation of Recreation 154.

199. Special Topics in Recreation **one-twelve hours**

Special selected topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

300. Intramural Administration **three hours**

Administrative experience in directing and supervising institutional physical recreational programs is provided. The course will be offered both semesters on an arranged basis. PR: Junior standing or consent of instructor. (The course cannot replace or be used in the fulfillment of other program requirements.)

301. Day Camp Administration **three hours**

Administrative experiences in directing and supervising summer day camp programs (Falcon Camp) are provided. This course will be offered on an arranged basis during the first and second summer sessions only. PR: Junior standing or consent of instructor.

Safety Education

(Division of Health, Physical Education, Recreation, and Safety)

101. First Aid **two hours**

Instruction is related to preparedness for emergencies and disasters prevalent in our society and will include treatment of injuries and other emergency conditions.

199. Special Topics in Safety **one-twelve hours**

Special topics will be selected. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free elective credits in degree and certificate programs.

200. Accident Analysis and Emergency Care **two hours**

Problematic areas of accident causation, prevention, emergency treatment and control pertinent to the elementary school environment and teacher responsibilities are analyzed. (Required: Elementary Education.)

203. General Safety Education **three hours**

The student will become acquainted with the purpose and need of safety education as an integral component of the overall education program. The teaching and planning of a safety program and the legal aspects involved are emphasized.

Social Science

(Division of Social Science)

150. Introduction to Appalachian Studies **three hours**

An interdisciplinary study of Appalachian culture, focusing on the values, attitudes, and problems of the region, as reflected in its history, geography and its political, economic and social institutions. (This course may be taken for general elective credit toward all degrees, but does not satisfy the General Studies requirement for any degree.)

199. Special Topics in Social Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials of Teaching Social Studies **two hours**

Theory and practice in secondary school social studies. Students participate in laboratory exercises using various techniques of teaching social studies teaching and its various disciplines. Each student is also required to plan and teach at least one micro-unit. (Included as part of the Initial Performance Practicum.)

499. Interdisciplinary Seminar **three hours**

Identification and synthesis of major concepts in the fields of geography, history, political science, psychology, sociology and economics. No prerequisites for History Majors. PR for teaching degree candidates: History 107, 108, 111, 112, 302, 319, 341; Geography 210; Political Science 103; Sociology 110, 301; Economics 200 and/or consent of the instructor.

Social Service Technology

(Division of Social Science)

100. Social Service Technology I **four hours**

A study of available community resources and an assessment of unmet needs. (Three hours lecture and one hour laboratory.)

101. Social Service Technology II **four hours**

Beginning theory and practice for the paraprofessional worker in service delivery system. (Three hours lecture and one hour laboratory.) PR: SST 100.

199. Special Topics in Social Service Technology **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Social Service Technology III **four hours**

Advanced theory and practice in problem solving. A study of techniques and roles used by the paraprofessional in the service delivery system. (Three hours lecture and one hour laboratory.) PR: SST 101.

201. Practicum **one-twelve hours**

A supervised field experience in a local public or private agency. PR: Prior to taking this course, the student is required to complete SW 210 and Social Service Technology 100 and 101 with at least a 2.0 average and a cumulative grade point average 2.0. (Social Work 210 is not a requirement for a minor degree.)

Social Work

(Division of Social Science)

199. Special Topics in Social Work **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

210. Introduction to Social Work **three hours**

A study of the history and development of social work and social welfare policy and services. Open to all students.

211. Interpersonal Skills Seminar **two hours**

Basic skills in interpersonal communication and the helping relationship. Verbal, nonverbal, and writing skills of listening, observing, interviewing, recording and data gathering will be stressed. PR: 210 or consent of instructor.

300. Human Behavior and the Social Environment **three hours**

An integration of the biological, cultural, psychological and social aspects of human behavior through a study of social systems. PR: 211.

302. Social Work Practice **three hours**

An introduction to the generalist concept of social work practice. Emphasis on problem solving as a goal directed process toward planned change with a range of client systems. PR: 211.

304. Practice Interventions I **three hours**

Problem identification, assessment and evaluation with individual, family and group client systems. Interventive roles, techniques and strategies utilized by the generalist practitioner will be emphasized. PR: 302.

400. Social Welfare Policies and Service **three hours**

Analysis of policy formulation and services implementation based on what has occurred in the past. Possible future reform in social welfare policy and services needed by our changing society. Existing policy and programs will be selected for review and analysis to determine who gets what, when and how. PR: 302.

402. Practice Interventions II **three hours**

Interventive roles for problem identification, assessment, evaluation, and resolution with organization and community client systems. PR: 302 and 485.

404. Practice Interventions III **three hours**

Policy and program designing for rural service delivery. Knowledge and skills in administrative roles and functions. PR: 300 and 402.

412. Senior Seminar **two hours**

A seminar in integrate and review areas of content in the social work major. PR: 488.

485. Practicum **one-nine hours**

An examination of the social welfare agency through an educationally directed, supervised field experience. PR: The student is required to maintain an overall "C" average in Social Work 210, 211, 300, and 302 before taking this course. A cumulative grade average of 2.0 is also required.

488. Practicum **one-twelve hours**

An examination of the social welfare agency through an educationally directed, supervised field experience. PR: The student is required to maintain an overall "C" average in Social Work 304, 400, and 485 before taking this course. A cumulative grade average of 2.0 is also required.

497. Seminar: Special Topics in Social Work Practice **three hours**

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499. Seminar: Special Topics in Social Work Practice **three hours**

Sociology

(Division of Social Science)

110. Introductory Sociology **three hours**

The course is built around selected sociological concepts to provide a general understanding of our modern society.

199. Special Topics in Sociology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits will be applicable as free electives in degree and certificate programs.

200. Social Problems **three hours**

A study of social stresses and strains in important areas of human relationships. PR: Soc. 110.

230. Social Psychology **three hours**

A study of social structure and social interaction. Techniques of leadership and control will receive special study. PR: Soc. 110. Psychology 101 or Education 302 and 303 recommended. Same course as Psychology 230.

240. Nonparametric Statistics **three hours**

Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include non-parametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)

301. Anthropology **three hours**

A study of human biological and social origins, including human pre-history, race, the origin and nature of culture, social organizations among preliterate peoples, cultural diffusion, and culture change. PR: Soc. 110.

310. Sociology of the Family **three hours**

A study of the background, structure and function of the American family with emphasis placed on the effect of social change upon the family. The meaning of the paired relationship is examined along with alternatives to marriage and the family. PR: Soc. 110.

325. Social Stratification **three hours**

The course includes an analysis of social structure and stratification in terms of class, status, and power relations in society; an examination of theories and research findings.

330. Urban Sociology **three hours**

A study of the characteristics of urban society including its culture, social relationships and institutions. Urban society is studied in comparison with rural society as a part of the American Society. PR: Soc. 110, 200.

340. Juvenile Delinquency **three hours**

A study of what society defines as delinquent behavior and of the young people designated as delinquents. Emphasis will be placed on the causes of delinquency and on the various techniques and methods of prevention, treatment, and rehabilitation. PR: Soc. 110, 200.

380. Afro-American History and Culture **three hours**

A multi-disciplinary approach to the Negro in American life beginning with African civilization and covering the period up to and including the American Civil War. (Credit in History or Sociology.)

381. The Black Man in America **three hours**

An in-depth study of the history and culture of the Black Man in the United States from 1865 to present. (Credit in History or Sociology.)

410. Industrial Sociology **three hours**

A study of the organization, structure, function and social relationship found in the various areas of industrial activity in American society. The area of industrial relations will receive special emphasis. PR: Soc. 110.

430. Community Organization **three hours**

A study of the structure and function of the various social groupings found in the community. The course is oriented toward the development of community leadership talent. PR: Soc. 110, 200.

450. Minority Groups **three hours**

A study of racial and cultural minority groups in the United States with special emphasis upon understanding the cause of their persistence and the reason for majority-minority antagonisms. A study of the techniques whereby prejudices are developed and reduced will be made. PR: Soc. 110, 200.

460. Methods of Social Research **three hours**

This course is an introduction to the planning and implementation of social research projects. The course will consider the topics of variables and hypotheses, flowcharts, tables, questionnaires, coding instructions and data sheets, machine processing, and survey analysis of the data. PR: 110 and 200.

461. Advanced Methodology **three hours**

This course will critically interrelate and compare the various stages of social research such as conceptualization of hypothesis, measurement, experimental design, sampling, data collection, data analysis, and data interpretation. Within this format, various special topics will be developed depending upon the available resources. PR: Soc. 460 or consent of the instructor.

470. Sociological Theory **three hours**

A study of the historical development of modern sociological thought. PR: Consent of instructor.

471. Advanced Sociological Theory: A Critical Review **three hours**

An intensive study and critical examination of certain selected sociological theorists and the ways in which they differ and are similar. PR: Sociology 470 or consent.

490. Seminar: Sociological Literature **three hours**

A course designed to use original sources and publications not primarily used as texts. PR: Soc. 470 or consent of instructor.

491. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

492. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

497. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors in majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

498. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

499. Seminar: Special Problems in Sociology **three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: Soc. 470 or consent of instructor.

Spanish

(Division of Language and Literature)

101. Elementary Spanish I **three hours**
Grammar, pronunciation, composition, translation.

102. Elementary Spanish II **three hours**
PR: Spanish 101 or one year of high school Spanish.

199. Special Topics in Spanish **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate Spanish I **three hours**
Rapid reading, grammar and conversation. PR: Spanish 101 and 102 or two years of high school Spanish.

202. Intermediate Spanish II **three hours**
PR: Spanish 201.

210. Spanish Civilization and Culture **three hours**
Independent study under the supervision of an instructor of the life, civilization, and culture of Spain, adapted to the interests and language level of the individual student. PR: Consent of the instructor.

220. Latin American Civilization and Culture **three hours**
Independent study under the supervision of an instructor of the life, civilizations, and cultures of Latin America, adapted to the interests and language level of the individual student. PR: Consent of the instructor.

Speech Communication

(Division of Fine Arts)

100. Introduction to Speech Communication **three hours**
An introduction to the elements involved in human communication, involving theory and practice as they relate to intrapersonal, interpersonal, group, and one to group communication.

103. Listening Skills **one hour**
A one-hour course in listening behavior. The course will examine the research available concerning human listening and information processing with emphasis upon selectivity behavior and cognitive structuring. The course will include exercises designed to improve listening ability and skills.

105. Voice and Diction **three hours**
Theory and practice of speech science to provide basic information prerequisite to further speech and drama study and to improve the skills of the speaking voice. Open to speech communication and theatre students and music students only. Offered fall semesters.

107. Speech Improvement **three hours**
Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for Speech 105 requirement. Offered spring semesters.

152. Basic Speech and Hearing Science **three hours**
An introduction to the scientific basis for speech and hearing.

153. Phonetics **three hours**
A study of the phonetic characteristics in normal and deviant speech production.

154. Anatomy of the Speech and Hearing Mechanism **three hours**

A study of the anatomy and physiology of the human speech mechanism, the human auditory mechanism, and the human nervous system.

170. Broadcast Production Processes **three hours**

An introduction to the theory and practice of basic radio and television production operations; audio/video student operations; audio/video tape duplication procedures; fundamental closed-circuit television operations; and recording procedures for single camera recording. PR to Speech 271, 272, 278, 371, 379. Fall semester only. (Open to majors and minors in Radio/2V or by permission.)

171. Introduction to Broadcasting **two hours**

Survey of the industry and its role in today's society. Historical development and current responsibilities of broadcasting. Organization of stations and their relation to networks. Federal regulations and industry codes. Technical aspects of radio and television. Brief consideration of programming and production techniques. Field trips to area commercial and educational stations. Offered alternate semesters.

173. Radio/Television Production **four hours**

The class is designed to involve the student in the production of broadcast exercises designed to simulate actual production requirements found in most entry level positions. Students must complete this course with a grade of "C" or higher in order to enroll in Speech Communication 278 and 371. This course is taught alternate semesters.

199. Special Topics in Speech Communication **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

215. Non-Verbal Communication **two hours**

A two-hour course in the non-verbal component of speech communication. The course will examine the human body as a message carrier; the message characteristics of space, time, and artifacts; and finally, the functions of non-verbal communication as it affects first impressions, relational communication, and interaction. Spring semester.

219. Language in Speech Communication **three hours**

A study of verbal coding for communication. Focuses upon the function of language in oral communication, theories of oral language acquisition and behavior and the special problems involved in oral language coding for audiences. PR: Speech Communication 100 or consent.

221. Classroom Communication **three hours**

An introduction to principles and practices of effective oral communication for the classroom teacher with all study and practice directed toward the special speaking and listening needs of elementary and secondary classroom teachers and their students. PR: English 104, 108. Required of all A.B. in Education students.

233. Interpersonal and Small Group Communication **three hours**

A study of communication in a dyadic and a small group context with emphasis upon the processes of role emergence and decision-making in the task oriented group. Group cohesiveness, roles, group acculturation, leadership emergence, and the small group in organizations are among the topics studied. Spring semester.

241. Argumentation and Debate **three hours**

A study of the principles of argumentation, logic and reasoning, evidence and decison-making. A practical application of these principles is emphasized through the study of current controversies and oral class debates. Fall semester.

249. Intercollegiate Debate I-IV **one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to freshmen and sophomores. Juniors and seniors see Speech Communication 449. PR: Speech Communication 241 or consent.

270. Radio/Television Announcing **three hours**

Study and practice of major aspects of various announcing cycles, along with routine procedures in logging programs, EBS regulations, air-checks, etc. Requires two hours per week outside class practice time. PR: Speech 173 and/or consent.

271. Broadcast Practicum **two hours**

Designed to provide laboratory experience in b/w and color television production, and monaural audio production. Students participate in production for on and off campus dissemination. PR: Speech Communication 170.

272. Broadcast Practicum **two hours**

A continuation of 271.

277. Television Graphics **two hours**

Theory and practice of graphics design and production for television. Two hours lecture and one hour laboratory per week. PR: Speech Communication 173.

278. Broadcast Studio Maintenance **two hours**

Theory and practice relating to the care and preventive maintenance of all major audio and video studio equipment and facilities. Items covered include microphones, audio and video recorders, turntables, audio and video control boards, studio lighting, television cameras, portable broadcast equipment, etc. Two hours lecture and one hour laboratory per week. PR: Speech Communication 170 and a grade of "C" or higher in Speech Communication 173.

279. Broadcast Continuity Writing **three hours**

Formats of all types of radio and television writing except dramatic scripts. Continuity for talks, interviews, discussion, music, variety, documentary programs, and commercials. Students may participate in studio productions or writing projects. Alternate semesters. PR: Speech Communication 171.

299. Field Study/Seminar **six hours**

Open to students enrolled in two-year Radio/TV Communication degree. Designed to allow on-the-job work experience in cooperating radio and/or television communication facility. Offered summer sessions only. PR: Completion of the first two semesters of Radio/TV Associate Degree Program, with minimum overall GPA of 2.00.

337. Persuasive Communication **two hours**

Designed to give advanced speech students training in the preparation, presentation, and critical analysis of persuasive speeches. Fall semesters. PR: Speech Communication 100 or 221 or consent.

345. Oratory **one hour**

Study of origin, historical influences, and changing aims of oratory. Practice in development of memorized speeches for competition. Spring semesters. PR: Speech 237 or consent.

361. Speaking for Business and Professionals **three hours**

This course is designed to meet the special needs for speech skills in business and professional fields. This course will focus on problems of research organization, and presentation of information. Special attention will be given to the techniques of giving directions, interviewing, persuasion, small group communication, and public speaking. PR: Speech Communication 100 or Consent.

369. Communication in Organizations **three hours**

This course will study the nature of communication in organizations and the skills necessary to communicate effectively in the organizational setting. This course will cover the organization as a communication system, the formal and informal systems, serial communication, networks, alternative communication systems, interpersonal and organizational communication skills, and communication problems and strategies in organizations. PR: Speech Communication 100 or consent. Alternate spring semesters.

371. Advanced Radio/Television Production **four hours**

Continuation of Speech 173. Includes advanced work in audio and video techniques employing 1/2 inch, 3/4 inch, and 1 inch b/w and color video formats along with various

audio formats. Participation in productions for on and off campus dissemination. Three hours lecture and one two-hour laboratory per week. PR: Speech Communication 170 and a grade of "C" or higher in Speech Communication 173.

379. Independent Study in Broadcast Production **three hours**

Opportunity for the student to pursue in-depth study and production work within a special area of interest. Student must present a proposal fully describing the area of study and production and number of credit hours sought. Following departmental approval, the student will begin study in the selected area. At the close of the course the student will submit a paper and associated production for evaluation. PR: Speech Communication 170, 171, 173, 271, 272, 278, and 371. Grade of "C" or higher in Speech Communication 173 and 371.

421. Extemporanous Speaking **one hour**

Study of origin, aim and development of extemporaneous speeches. Preparation for competition. Spring semester. PR: Speech Communication 337 or consent.

431. Methods and Materials in Teaching Speech Communication and Theatre **two hours**

Philosophy, methods, and materials of teaching speech communication and theatre and of directing the speech communication and theatre co-curricular and extracurricular activities in the secondary schools. Fulfills Professional Block requirement for those with a single teaching field in oral communication. Spring semesters.

439. Public Speaking Practicum I-VIII **one-eight hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in public speaking, i.e., after-dinner, extemporaneous, oratory, etc. Maximum credit in any semester is one hour. PR: Speech Communication 337 and/or consent.

449. Intercollegiate Debate I-IV **one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to juniors and seniors. Freshmen and sophomores see Speech Communication 249. PR: Speech Communication 241 or consent.

459. Speech Correction **three hours**

An introduction to the field of speech therapy and audiology. Emphasis placed on identification of all speech defects, their diagnosis, and preventive and remedial techniques. Fall semester and summer term.

491. Directed Study in Speech Communication **one-four hours**

The student selects directed study in any area of speech communication which is not treated in the speech course offerings. Course is designed by the student and selected faculty with approval of department chairman. Maximum credit earned in any one semester is one credit hour. PR: Consent of instructor.

Technology

(Division of Technology)

90-100 TEC I. Technology and Society **two hours**

An analysis of the historical development of man and technology as antecedents of the technological society. Students will interact with the domains of technology through problem solving applications of engineering problems. PR: none.

90-199 TEC II. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent

90-250 TEC III. History of Technology **three hours**

A survey course from pre-historical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education. PR: sophomore standing

90-260 TEC IV. Crafts **two hours**

The student is encouraged to explore, experiment, and create with a variety of materials and processes. PR: None.

90-299 TEC V. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

90-300 TEC VI. Engineering Analysis **four hours**

Technical problem solutions utilizing analytic geometry, differential equations. Applications will include curvilinear motion related rates, optimization methods, centroids, and moments of inertia of plane and solid bodies, and electronic circuit analysis. PR: Math 102, Junior standing.

90-310 TEC VII. Man and Technology **three hours**

A historical study of man and technology as a basis for the development of contemporary philosophical systems. PR: Junior standing.

90-393 TEC VIII. Future of Man **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. PR: Junior standing.

90-399 TEC IX. Special Topics **one-three hours**

A study of special topics of educational, technical or industrial concern. PR: Consent.

90-400 TEC X. Work Experience Seminar **four hours**

A functional analysis of industrial organization and management, and the implementation of these concepts toward the initiation of a new industry. PR: Technology junior standing or consent.

90-401 TEC XI. Work Experience Laboratory **eight hours**

On the job work experience including employer evaluation and an in-depth study of safety legislation relevant to the industrial enterprise. PR: TEC 90-400.

90-410 TEC XII. Guided Design Seminar **one-four hours**

A seminar in design or research in selected areas of engineering or educational technology. Open to division majors with senior standing in the baccalaureate program. PR: Technology senior or consent.

90-499 TEC XII. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

90-200 TED I. Communications I **four hours**

A study of the technical means by which man communicates. The emphasis will be on the development of basic skills in both electrical/electronic and graphic communication. PR: Sophomore standing.

90-201 TED II. Production I **four hours**

A study of the means by which man provides goods and services of economic value for his needs and wants. The emphasis will be on the development of basic skills in a variety of material areas. PR: Sophomore standing.

90-202 TED III. Transportation I **four hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: Sophomore standing.

90-301 TED IV. Communications II **four hours**

A study of the technical means by which man communicates. This will be achieved by studying the media systems, system elements, and social/cultural aspects of the communication system—past, present, and future. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: 90-100.

90-302 TED V. Production II **four hours**

A study of the means by which man provides goods and services of economic value for his needs and wants. This will be achieved by studying management, materials, processes, concepts of mass production, and the social/cultural aspects of the production system. It

shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: 90-201.

90-303 TED VI. Transportation II **four hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the environments system elements, and social/cultural aspects of the transportation system—past, present, and future. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial art teachers. PR: 90-202.

90-320 TED VII. Elementary School Technology **two hours**

The laboratory experiences derived from the technology of the home, community, and world analogous to the lower intermediate, and upper elementary grades. A variety of materials, tools, and processes are utilized as each student develops his own ideas. Emphasis is also placed upon the organization and administration of such a program. PR: none.

90-431 TED XII. Methods and Materials for Teaching Industrial Arts **two hours**

A course in which the particular problems and techniques of teaching industrial arts are dealt with. Emphasis is given to the special methods of handling demonstrations, use of special teaching aids and other related problems unique to industrial arts. PR: EDUC 200, 250, 302, 303, 90-301, 90-302, 90-303.

90-450 TED XIII. Multiple Activities **four hours**

A lecture/laboratory course designed to aid the industrial arts teacher in the organization and administration of the laboratory and operational concepts inherent in teaching the multiple activities. PR: 90-301, 90-302, 90-303.

91-100 MAT I. Materials **two hours**

An introductory scientific examination of: the interatomic and molecular structure of the twentieth century metallic, polymeric, and ceramic materials; and the interrelatedness of structure upon performance characteristics in design decision making and upon economic decision making. Behavior of engineering materials will be examined during laboratory experiment/demonstrations of the effects of mechanical stress; of thermal and chemical activity; and of electromagnetic fields. Emphasis upon selection of materials for design will be made. PR: Freshman standing.

92-100 ELE I. Electronics **two hours**

An introductory investigation of the applications of electronic phenomenon found in power distribution systems, communications systems, industrial machinery, controls, analogue and digital data processing systems, micro electronics, and microprocessors. Topics to be investigated will include: energy sources, development of electrical potential, power distribution, linear circuit analysis and design using Ohm's Law and Kirchoff Laws; and electrical diagnostic equipment functions, design, and use in AC and DC circuits. PR: Freshman standing.

92-200 ELE II. Electronic Shop Practices **three hours**

Theory and practice in circuit and chassis fabrication and repair including forming, cutting, jointing, and drilling of metals, plastics, and ceramics. PR: 92-100.

92-210 ELE III. Circuit Analysis **two hours**

Theory and problem solving course in analysis of electrical circuits including classical methods and computer techniques. PR: 92-100, Math 102, Phy. Sci. 100, 102, 104.

92-220 ELE IV. Linear Electronics **three hours**

Study of the basic concepts of discrete and integrated linear devices and circuits including amplifiers, OP AMPS, and regulators. PR: 92-100, CR: 92-210.

92-230 ELE V. Digital Electronics **three hours**

Theory and experimentation with SSI, MSI, and LSI devices and systems including such basic components as gates, counters, memories, timers, displays, etc., and such systems as thermometers, tachometers, point of sale terminals and small computer systems. PR: 92-210, 92-220.

92-240 ELE VI. Industrial Electronics **three hours**

Study of the operation of industrial power control systems including power devices and control circuits. Power devices covered include: relays, contractors, SCR's and TRIAC's. Control circuits include VIT's, PVT's, DIAC's, Photodevices, timers, and control IC's. PR: 92-230.

92-250 ELE VII. AC-DC Machinery and Controls **three hours**

Practical aspects in the use and maintenance of AC-DC machinery and power distribution including motors, generators, starters, speed controllers, breakers, transformers, etc. PR: 92-100.

92-260 ELE VIII. Communications Systems **three hours**

Theory of AM, FM, and PCM transmission and reception systems and their regulation as required for the FCC 2nd class Commercial Radiotelephone examination. PR: 92-230.

92-300 ELE IX. Advanced Linear Electronics **two hours**

Study of linear integrated circuits including OP AMPS, comparators, consumer devices, A/D and D/A converters, timers, etc. PR: 92-230, 90-300.

92-310 ELE X. Microcomputer Systems **two hours**

Theory and use of 8 and 16 bit microprocessor systems including system design, hardware configuration, software development and programming. Serial and parallel interfacing, and control of processes. PR: 92-230, 90-300.

92-400 ELE XI. Current Topics in Electronics **two hours**

Discussion of new development, devices and trends in industrial and consumer electronics. PR: 92-300, 92-310.

92-410 ELE XII. Data Acquisition and Control Systems **two hours**

Theory and use of data acquisition and control systems including transducers, signal conditioning circuits, multiplexing, A/D and D/A converters, computers, and control devices. PR: 92-300, 92-310.

92-420 ELE XIII. Advanced Communication Systems **two hours**

Theory of television microwave, optical, and data communications circuits and systems. PR: 92-400, 92-410.

93-100 IND I. Processes **two hours**

An introductory exploration in the fields of manufacturing relevant to design and durability. A special emphasis on safety will be introduced in the various areas. The processes dealing with structural properties and fabrication of the metallics, the polymerics, and the ceramics from the primary design to the finished product will be discussed and demonstrated with student's participation as laboratory experiences. Conventional processes such as cutting, forming, casting, and joining will be considered and demonstrated along with automation and numerical control processing, non-traditional manufacturing processes, quality control and product reliability. PR: none.

93-200 IND II. Welding **four hours**

The reading of symbols and the production of ferrous weldments, in and out of position, using both gas and electric processes. PR: none.

93-210 IND III. Machine Shop **three hours**

Fundamentals of hand and machine tools, involving the lathe, drillpress, grinder, mill saw and other metal working machines with problem solving in layout and machine design. PR: none.

93-220 IND IV. Metallurgy **two hours**

An introduction to the basic elements of metallurgy including structure of metals, properties, smelting, refining, heat treating, and testing. PR: 93-100, 91-100.

93-230 IND V. Advanced Welding **three hours**

This course is involved with pipe welding (electrode) G.M.A.W./M.I.G. (semi-automatic, cored and solid wire), and T.I.G. (tungsten-inert-gas). Methods of producing and fabricating to standard specifications. PR: 93-200.

93-240 IND VI. Manufacturing Processes **four hours**

An experience involving basic techniques in manufacturing and fabrication of metal products. The process includes conception of an idea to be placed in experimental and developmental stages and final completion and mass production. This includes the use of the lathe, milling machine, drill press, surface and tool grinder, friction band saw, and the use of precision measuring instruments for layout and design. Special emphasis will be placed upon production safety. PR: 93-210.

93-250 IND VII. Personnel Problems and Labor Relations **three hours**

A seminar dealing with the problems of labor and management, wage and hour laws, and industrial regulations. PR: Sophomore standing.

93-300 IND VIII. Industrial Economy **three hours**

Techniques of engineering economy as related to cost, design, and selection of materials. PR: 93-240, 90-300.

93-310 IND IX. Plant Layout and Production Control **two hours**

A study of the economical arrangement of stocks, machines, and layout of aisles for efficient handling of materials and production. PR: 93-300.

93-400 IND X. Time and Motion Quality Control **two hours**

Fundamentals of work simplification and motion economy using the techniques of motion and time study for the development of effective methods of production. PR: 93-250, CR: 93-310.

93-410 IND XI. Industrial Management **three hours**

A survey of the operational, financial, marketing and accounting activities of industrial organization. A detailed survey of the duties of management as related to production, personnel, and human factors. PR: 93-400.

93-420 IND XII. Heavy Equipment Fabrication **three hours**

Resistance, gas and electric-arc welding and cutting, capabilities and limitations of lathe and milling operations; techniques of materials forming, fabrication and heat treatment. PR: 94-200, Chemistry 102, Physics 102, or consent.

94-100 MEC I. Mechanics **two hours**

An introduction and survey of the field of mechanics. Topics of study include kinematics, kinetics, fluid mechanics, and statics with emphasis on the analysis of coplanar force systems. Math 101 and concurrent registration in Math 102 are recommended for this course.

94-200 MEC II. Engineering Mechanics **four hours**

The study of statics and strength of materials. Topics include the analysis of noncoplanar force systems, stress and strain, torsion, bending and the design of simple machine members, shafts, and beams. PR: Math 102, Drafting/Design 100, Physical Science 100 and 104.

94-210 MEC III. Thermodynamics **three hours**

A study of the first and second laws of thermodynamics. Topics of study include: energy forms, enthalpy, entropy, reversible and irreversible processes and cycles, applications of thermodynamics to pumps, compressors, turbines, and other energy systems. PR: 95-100

94-220 MEC IV. Fluid Power **three hours**

Fluid power is the field of study given to the practical application of fluid mechanics. Topics of study include: fluid properties, compressible and incompressible fluids, fluid statics and fluid mechanics, fluid power components; pumps, valves, motors, transmissions, filters, hydraulic and pneumatic circuits. PR: 95-100, CR: 94-200, 94-210.

94-230 MEC V. Heating, Ventilation, and Air Conditioning **three hours**

A review and study of the principles of fluid mechanics, heat transfer, and thermodynamics as applied to HVAC. Topics of study include: residential and commercial environmental control, load calculations, sizing and selection of HVAC components such as evaporators, condensers, compressors, blowers, filters, humidifiers, heat exchangers, venting and duct systems. PR: 94-210, 94-220.

94-240 MEC VI. Machine Design I **four hours**

Application of the principles of mechanics to the design and selection of machine elements. Specific components included are: shafts, keys, springs, fasteners, brakes, clutches, belts, bearings, and gears. Design projects will be assigned. PR: 94-200, 94-220, 99-100, 99-235.

94-300 MEC VII. Energy Conversion System **four hours**

The study of a number of methods of energy conversion from one form to another to do useful work. This will involve the study and analysis of electrical, thermodynamic, machine and fluid systems. PR: 94-200, 94-220, 90-300.

94-350 MEC VIII. Machine Design II **three hours**

The study of the dynamics of mechanisms. Topics will include: kinematics and kinetics of particle and rigid body motion in two and three dimensions, vibrations, momentum, work, and energy. PR: 94-240.

94-400 MEC IX. Materials Testing, Instrumentation, and Measurement **three hours**

Applied engineering measurements and instrumentation dealing with forces, displacements, stresses, strains, velocity, acceleration, etc., and the static and dynamic destructive and nondestructive testing of engineering materials and machine parts. PR: 94-100, 94-240, CR: 94-300.

94-410 MEC X. Thermodynamic Systems **three hours**

A continuation of the study of the laws of thermodynamics with special emphasis upon applications to heat, power and refrigeration cycles. Topics include: energy availability and irreversibility in open and closed thermodynamic systems; mixtures of gases and vapors; reactive systems; internal and external combustion power cycles; reversed cycles; work from nuclear energy and by direct conversion; flow through nozzles and diffusers; magnet-hydrodynamic systems. PR: 94-100, 94-210, 94-230, 94-300.

94-420 MEC XI. Heat Transfer **three hours**

A study of the dynamics of heat energy interactions in solids, liquids and gases. Topics include: fundamental laws of conduction, convection and radiation heat transfer; material principles of heat transfer to analysis, design, and selection of materials for energy systems. PR: 94-230, 90-300.

94-430 MEC XII. Heat Transfer Systems **three hours**

A continuation of the study of conduction, convection and radiation heat transfer with emphasis upon applications to residential, commercial, industrial and research heat exchanger design. Topics include: steady-state and transient heat conduction; two or more independent variable heat conduction; numerical and analog methods for heat conduction; forced and free convection; condensing and boiling heat transfer; radiation; heat transfer by combined mechanisms; heat exchange design. PR: 94-420.

94-440 MEC XIII. Engineering Systems Design Laboratory **three hours**

A study of analog, digital and mixed engineering systems; similitude of mechanical and electrical engineering systems; dimensional analysis and theory of models. PR: MEC Senior standing or consent.

94-105 MEC. Engine Theory **three-four hours**

A survey of engine design and characteristics. The operation and principle of internal combustion engines and nomenclature, location, and function of stationary and moving parts. PR: none.

94-115 MEC. Power Transfer Theory **three-four hours**

A study of the transfer of power to its terminal use through transmissions, torque converters, propellers, shafts, universals, differentials, and other drive mechanisms, as well as direct transfer by air or other fluids. PR: none.

94-125 MEC. Integrated Automotive Systems **two hours**

Introduction into all systems of the automobile. The student will be able to identify components of cooling, intake, ignition, charging, starting systems, etc.

94-205 MEC. Carburetion and Ignition Theory **three-four hours**

Methods and principles involved in the flow, metering, atomization, and delivery of fuel. Theory and practice of generation and distribution of electricity through the electrical system. PR: 94-105.

94-215 MEC. Hydraulic and Suspension Systems **three-four hours**

The theory and practice of suspension and hydraulic systems used in modern vehicles. PR: none.

94-225 MEC. Electrical Systems and Air Conditioning **three-four hours**

A study involving the theory, operation and maintenance of the automotive battery, starter, alternator, regulator, and air conditioning system. PR: 92-100.

95-100 MIN I. Energy **two hours**

A beginning course to introduce various types of power including both sources and generation with methods of transportation. Systems covered—mechanical, fluid, electrical, water, nuclear, and solar. PR: Freshman standing.

95-200 MIN II. Coal and Mining Methods **two hours**

Study of geologic principles, including structure of earth's crust, rock types and formation, and formation and lithification of coal; study of underground and surface coal mining methods, including extraction and haulage; basic rock mechanics inclusive of roof, rib and ground control techniques and principles; mine gases and dust control; emphasis on safety and production considerations. PR: 95-100, 91-100, 94-100, Physical Science 102.

95-210 MIN III. Coal Analysis and Preparation **two hours**

Coal petrography, principles of preparing coal for markets; applications of principles of mechanics and mining to preparation plant design, utility site storage, distribution, preparation for use and injection. PR: 92-100, 95-200, Physical Science 104.

95-220 MIN IV. Mine Mapping and Ventilation **three hours**

Drafting principles, including descriptive geometry and topographical drafting, and surveying principles applied to mine mapping; principles and purposes of and methods and components used in coal mine ventilation systems; emphasis on federal and state safety regulations. PR: 95-200, 99-100, 96-200, Math 102.

95-230 MIN V. Mining Equipment and Maintenance **three hours**

Basic fluid power; functional analysis of mine equipment; principles of electrical, pneumatic, hydraulic and mechanical machinery and legal permissibility applied to operation, design and control of underground and surface coal mine equipment including specifications for purchasing, machinery maintenance theory, practice and techniques and their application to modern mine equipment. PR: 95-210, 92-250, 94-200.

95-300 MIN VI. Mine Management and Economics **two hours**

Governmental, social and labor influences on management of a modern mining operation and mineral economics; principles of economy applied to cost analysis, working capital, inventory, and replacement policies. PR: 95-210, 95-220, 95-230, 97-200, Econ. 200, Junior standing.

95-310 MIN VII. Coal Mine Environment and Environmental Control **two hours**

Applications of principles of mechanics, geology, chemistry, and mining to the design of systems for solid, liquid, and gaseous refuse treatment disposal and control, mine water treatment, dust and gas control, subsidence, and land reclamation and revegetation. PR: 95-300, 90-300, 94-210, Chem. 102, Physics 102.

95-320 MIN VIII. Mine Layout **three hours**

Study of coal mine plant systems, application of principles of mine safety engineering, electricity distribution, drainage, haulage, ventilation, rock mechanics, and preparation to underground and surface plan layout and design. PR: 95-310, Senior standing.

95-400 MIN IX. Coal Processes and Energy **three hours**

Principles of chemistry, physics, thermodynamics, and reaction kinetics applied to coal processing and conversion including combusting, coal gasification and liquefaction,

hydrogenation and desulfurization process, and electro-chemical and ionization conversion techniques; also new and advanced processing and conversion concepts. PR: 95-310 or consent.

95-410 MIN X. Advanced Coal Mine and Equipment Design **three hours**

Advanced layout and design of coal mine plant and coal extraction processes, including advanced ground control, rock mechanics and new extraction and transportation theories; and selection of equipment based on electrical, hydraulic and mechanical requirements, incorporating new equipment concepts. PR: 95-320.

95-420 MIN XI. Coal Mining Safety—MESA **twelve hours**

In residence at National Mine Health and Safety Academy, Mine Enforcement and Safety Administration (MESA), Beckley, West Virginia. Comprehensive study of coal mine health and safety engineering, including safety and inspection procedures, health and safety standards, industrial hygiene, equipment permissibility, mine emergency procedures, and industrial psychology. PR: 95-320, Senior standing.

96-200 CIV I. Surveying I **three hours**

Introduction in the use of the engineer's tape, transit, and level; and the methods of recording field data in the surveyor's notebook. Field problems associated with the theory will cover horizontal and vertical measurements, differential and profile leveling, and angular and bearing measurements. Also included in traversing and plotting. PR: 99-100, Math 102.

96-210 CIV II. Light Construction **four hours**

Practices utilized in the erection of residential and industrial buildings with technical information involving problems from ground to roof. PR: 94-200.

96-220 CIV III. Heavy Construction **four hours**

An advanced building course concerned with concrete, steel, wood and masonry design methods and practices. Attention will be directed toward the physical and mechanical properties of construction material including analysis and design of determinate and indeterminate prestressed beams and frames and other ASTM testing. Problems involving the use of beams, girders and columns will be considered. PR: 94-200, 96-210.

96-230 CIV IV. Construction Planning **two hours**

Highways: Economics and Finance, Planning and Design, Surveys and Plans; Engineering, Inspection, Soil, Drainage, Pavement, Construction Operation; Scheduling, Equipment, Work. Engineering Material: Steel, Concrete, Asphalt, Timber, Soil. PR: 96-200, 96-210, CR: 96-220.

96-240 CIV V. Surveying II **three hours**

A continuation of Surveying I, applications of the basic surveying skills include: traversing, stadia, observations for meridian, topographical maps, rectangular coordinates, and photogrammetric mapping. Also simple construction, mining and land surveys. PR: 96-200.

96-300 CIV VI. Highway Design **two hours**

This comprises the basic highway design principles pertaining to: economics, route location, terrain, soil surveys, alignment, grades, earthwork, drainage, pavement, and the field office work necessary for construction. PR: 96-230, 96-240, CR: 90-300.

96-310 CIV VII. Structural Design **two hours**

The analysis, design, and testing of concrete, and steel beams, tension members, columns, and riveted, high strength bolted and welded connections, study and design of industrial building roofs and vents, continuous spans, lightweight steel construction. Use of the latest AISC manual and specifications. Design and testing of timber members and their connections. PR: 96-220, 96-230.

96-400 CIV VIII. Land Surveying I **three hours**

A study of that area of surveying that deals primarily with public lands. The course covers: kinds of land surveys, monuments and markers, and boundary location. Field work includes actual surveying of rural and urban lands for recording. PR: 96-240.

96-410 CIV IX. Laws and Codes for Engineers **two hours**

Basic principles and methods most significant in contract relationship (bonds, contracts, arbitration, negotiation); appreciation of the legal aspects of construction. Study of national, state, local codes, interpreting and outlining of deeds and recording of plots. Research of the judicial procedure, consumer laws, industrial contracts and duty care. PR: 96-310, CR: 96-400.

96-420 CIV X. Land Surveying II **three hours**

A continuation of Land Surveying I. Field work and class material includes: scope of land surveying, city surveying, partition of lands, plotting, land descriptions, search of the records, survey for deed, legal terms, legal authority of the surveyor and registration of the land surveyor. PR: 96-400, CR: 96-410.

96-430 CIV XI. Advanced Surveying Problems **three hours**

This course is offered as an elective for those students desiring to improve their ability and self-confidence in surveying. Both engineering (construction) and land surveying are covered. Subjects include: triangulations, curves, route surveying, mine surveying, areas and cross-sections, computations, construction layouts, alternate methods of land surveys, deeds and land descriptions. PR: 96-400, CR: 96-420.

96-100 WOD I. Wood Technology **three hours**

The theory, application and treatment of woods and hand and machine woodworking. A basic class dealing with wood identification, wood usage, woodworking tools and machines fabrication, joinery, adhesion, and finishing. PR: none.

96-205 WOD II. Furniture Construction and Design **two hours**

A lecture-laboratory course in the development function of design, especially as it applies to the area of household furniture. Student problems include the designing of furniture and other household articles which are to be used as projects in the industrial arts laboratories. PR: 96-100.

96-215 WOD III. Wood Finishing **two hours**

A survey course in the materials and methods commonly used in the finishing of furniture and similar articles, and readily applicable to use in high school situations. The various types of dyes, stains, shellacs, varnishes, lacquers, and sealers will be used on sample panels. PR: 96-100.

96-225 WOD IV. Cabinet Construction and Design **two hours**

A lecture-laboratory course in the developmental function of design, especially as it applies to cabinet making. The projects will be made in conformity with the drawings and specifications as developed. Advanced work in the use of machine tools, techniques, and processes will be stressed and a high level of craftsmanship will be maintained. PR: 96-205.

96-235 WOD V. Advanced Woods **three hours**

A lecture-laboratory course with emphasis on the use of advanced techniques in the design and construction of home furniture. Particular attention is given to the use of veneers, inlays, overlays, and other advanced methods of enhancing the finished appearance of projects. PR: 96-100.

97-200 SAF I. Safety Supervision **three hours**

A study of safety management structures and personnel responsibilities within the corporation. Structure for implementation of practices related to the safety mission, management by objectives, safety program audit and workmen's compensation are included. PR: none, CR: 93-250.

97-201 SAF II. Occupational Safety **three hours**

A basic investigation into OSHA Standards pertaining to general and construction industry. Record keeping and OSHA inspections procedures are included. PR: none.

97-210 SAF III. Disaster Preparedness and Emergency Systems **three hours**

A study of the major elements of disaster and emergencies, including systematic and organized method of preparedness planning for these events.

97-220 SAF IV. Environmental Hazard Control **three hours**

A survey of hazard control assumptions pertinent to environmental safety and loss control. Including facilities, equipment and control features recommended by authorities in the fields of engineering, medicine, public health and safety. PR: 97-201, CR: Fire Science 291, Chem. 102, Physics 102.

97-230 SAF V. Introduction to Industrial Hygiene **three hours**

An introduction to techniques employed to recognize, evaluate and cope with various hygiene problems related to general industry. PR: 97-220, CR: Chem. 102, Physics 102.

97-240 SAF VI. Safety Engineering Design **three hours**

Design engineering and engineering countermeasures needed to minimize losses incurred by man and the environment. PR: 97-220.

97-300 SAF VII. Managing and Evaluating Safety Programs **two hours**

This course is an analysis of safety programs. It isolates components to be included or improved. Topics studied include safety audit, safety project improvement cycle, and safety management coordination. PR: 97-220.

97-310 SAF VIII. Human Factors in Accident Prevention **three hours**

Physical, mental, emotional, and social factors related to effective programs of accident prevention, reduction, and control.

97-320 SAF XI. Toxicology **three hours**

The purpose of this course is to study the effects of chemicals on biological systems, with emphasis on the mechanisms of harmful effects and on the conditions under which those harmful effects occur. PR: Chem. 105, 106 and Biology 101, 102.

97-330 SAF XII. Industrial Hygiene Controls **three hours**

The object of this course is to investigate industrial hygiene control methods utilized for minimization of worker exposure to airborne contaminants and various chemical agents in industry. PR: 97-230.

97-400 SAF IX. Industrial Hygiene Controls **three hours**

The object of this course is to investigate industrial hygiene control methods utilized for minimization of worker exposure to airborne contaminants and various chemical agents in industry. PR: 97-230.

97-410 SAF X. Safety Legislation and Compliance Operation **two hours**

Study of federal, state, and local legislation pertinent to today's Safety Movement.

97-420 SAF XIII. Industrial Hygiene Applications and Practices **three hours**

The function of this course is to analyze the methods and techniques utilized in the detection, evaluation, and control of chemical, physical, and biological health hazards. Studies will be focused on those hazards prevalent in manufacturing, construction, and mercantile operations. PR: 97-330.

97-430 SAF XIV. Epidemiology and Statistics **three hours**

This course is designed to examine the control of bacterial, viral, and mycotic diseases in public health. The legal requirements governing the data collected and the types of equipment and sampling procedures utilized are also examined. PR: 97-330, 97-320.

97-205 FS I. Fire Protection Organization **two hours**

Dimensions of the fire problem, economic environmental, social, fire protection organization, management, communication, layout of facilities and methods of administration.

97-215 FS II. Fire Suppression **three hours**

The examination of the chemical requirements for combustion, the chemistry of fuels and explosive mixtures and the study of the various methods of stopping combustion of fires. Analysis of the properties of materials affecting fire behavior.

97-225 FS III. Hydraulics and Water Supply **three hours**

Design of water supply and distribution sytems for fire protection. Laboratory experiences in operational and hydraulic problems.

97-235 FS IV. Fire Prevention and Inspection **three hours**

A study of all types of industrial processes requiring special fire protection treatment such as heating equipment, flammable liquids, gases and dusts. Emphasis on fundamental theories involved, inspection methods, determination of relative hazards, application of codes and standards and economics of installed protection systems.

97-245 FS V. Detection and Suppression System **three hours**

Study of heat, sensitivity, thermostats, fusible, elements, fire detection systems, design and layouts, alarm systems, power sources, safeguards, municipal alarm systems, construction, installation and maintenance requirements. Automatic extinguishing systems design and layout of water, gas and power systems.

97-255 FS VI. Fire Tactics and Strategy **three hours**

Organization of the fire attack team, the chain of command, manpower, equipment and water supply. Concepts of tactical operation, strategy, logistics and tactics.

98-100 PRT I. Printing Processes **three hours**

An introduction to the Graphic Arts. This course deals with the basic methods of placing visual elements on receiver materials. An investigation is made of: relief, intaglio, planographic, porous, and electrostatic printing methods; continuous tone photography; and basic bindery operations. Experience is gained in each of these areas and in the various phases of production of these methods. PR: none.

98-200 PRT II. Composition and Photographic Mechanical Preparation **three hours**

An elementary course in the makeup of copy. Emphasis is placed on composition and typography. There will be time given to image assemble and mechanicals, along with some basic camera work and elementary stripping. PR: 98-100.

98-210 PRT III. Image Transfer Mechanisms **three hours**

A study of image carriers such as relief plates, litho-plates, both surface and deep etch, gravure plates, and photo silkscreen. Transfer mechanisms are studied in depth. These include rotary, cylinder and platen press type. Certain speciality operations, such as die cutting, perforation, slitting and folding are also covered. PR: 98-200.

98-220 PRT IV. Estimating **three hours**

The means of pricing and purchasing printed work. Time is spent in investigating the financial structure of the printing concern. The mark-up percentage, budgeted hourly method and Franklin Catalog are studied. PR: 98-210.

98-230 PRT V. Layout and Design **three hours**

The function of the art studio and the art director. Time is given to the psychological implications of the printed word and color. The student experiences the various stages of makeup from ideas to camera-ready copy. Time is given to design and production of original work. PR: 98-210.

98-240 PRT VI. Graphic Arts Photography **three hours**

A study of the factors that affect film. Experience is gained in the means of production of half-tones and special effects such as posterization, duping, clocking, and duo tones. Time is spent with both press proofing and non-press proofing, and in the area of photo fabrication. PR: 98-210.

98-250 PRT VII. Printing Practicum **two hours**

Supervised on-the-job learning experience with the college in-house printing facility. Students will gain experience in graphic arts photography, stripping and photoplatemaking electrostatic platemaking, presswork and bindery. Employed in the two-year printing technology and four-year printing management programs. PR: 98-210, 98-220, 98-230.

98-260 PRT VIII. Practicum Commercial/Graphics **six hours**

Supervised on-the-job learning work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program. PR: 98-210, 98-220, 98-230 (Commercial/Graphics only).

98-300 PRT IX. Continuous Tone Photography **two hours**

A beginning course in the utilization of the hand-held camera. The emphasis is placed on the taking of pictures and the processing of black and white film. Topics covered include film and print processing, camera basics, camera formats, lens types, portrait photography, and photographic ethics.

98-310 PRT X. Advanced Continuous Tone Photography **three hours**

A continuation of 98-300, covering such areas as advanced black and white work, large format camera work, and color photography. PR: 98-300.

98-330 PRT XIII. Advanced Layout and Design **three hours**

This course is a continuation of 98-230. The student continues work on thumbnail, rough, and final layouts with emphasis on the production of comprehensive final layouts for presentation to the customer. PR: 98-230.

98-400 PRT XI. Printing Plant Management **three hours**

The problems of management as found in the printing industry. Topics include personnel hiring, production, inventory, quality control, shipping, and plant layout. PR: 98-220, 98-230.

98-410 PRT XII. Printing Techniques **four hours**

An opportunity to investigate an area not included in the regular listing of courses in the communications field. It is possible to do a further study of some area previously covered. PR: 98-220, 98-230, 98-300.

99-100 DRF I. Design **two hours**

An introduction to design in engineering, study of the fundamental techniques of graphical communication, design process, drawing for manufacture, spatial analysis and numerical relationship. PR: Freshman standing.

99-205 DRF II. Technical Illustration **three hours**

An introduction to convey information as to the shape, size, location and function of an item. Areas include patent drawings, technical sketches and drawings, illustration for parts catalogs as well as assemblies, and topographic drawing and mapping. Technical illustration may appear with blueprints and are often drawn in three dimensions and are generally artistic. PR: 99-100.

99-215 DRF III. Architectural Drafting **four hours**

A team approach to the development of design problems residential in nature and the design presentation in model form or rendered perspective drawing is encouraged. The selection of framing methods and materials and determination of mechanics and electrical systems are included. Preparation of millwork drawings, cabinets and built in detail drawings, and door and window schedules. Finalization of residential drawings in compliance with national, state and local codes. PR: 99-100.

99-225 DRF IV. Descriptive Geometry **two hours**

A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles. PR: 99-100.

99-235 DRF V. Technical Drafting **three hours**

A higher level of drafting techniques will be studied in this course. Study will include production drawings, plumbing, heating, and air conditioning drawings, fluid-power drawings, graphs and charts, product design and development. PR: 99-100.

99-245 DRF VI. Architectural Design **two hours**

A comprehensive study of the planning and designing of residences and small single story commercial buildings. Primary considerations involved in the building industry, site, styling, basic structure, codes zoning, and cost. Study of the classical and modern architecture. Treatment of environmental concerns and the functional and aesthetic needs of the family. PR: 99-215.

99-255 DRF VII. Tool Design **four hours**

Design of tooling, including jigs, and fixtures for machine operations such as drilling, reaming, tapping, boring, milling, turning, grinding, and sawing presswork and

design of dies for blanketing, piercing, drawing, bending, forming, and progressive die operation. PR: 99-100, 99-235.

99-265 DRF VIII. Blueprint Reading **two hours**

A course in the reading of the prints and drawings most commonly found in industrial operations. Emphasis is placed on the development of speed and accuracy in the use of working drawings. PR: 99-100.

99-200 ARC I. Graphics **three hours**

This course demonstrates the various visual techniques used in design presentations. The student will practice lettering, projections and 3-dimensional drawing. Water color, acrylic and pencil techniques will be applied to graphic presentations. PR: 99-100.

99-210 ARC II. Design I **four hours**

A basic course in design philosophy representing visual perception, imaginative ability and understanding spatial relationships. Introduction to studies in basic human and environmental determinants of form as determined by site, climate and personal need. PR: 99-100.

99-220 ARC III. Construction I **four hours**

A study of building materials, their properties and use. Emphasis is placed on the method and pattern of fabrication. PR: 91-100, 99-200.

99-230 ARC IV. Architectural History **three hours**

A study of architectural development from pre-Egyptian through modern man. Equal emphasis will be given to both the building and the architect. PR: Art 255.

99-240 ARC V. Structures **three hours**

Introduction to structural systems and engineering mechanics. The student will study dynamics and structures equilibrium, shear and moment diagrams as applied to concrete, wood and steel design. PR: 94-100, 99-200.

99-250 ARC VI. Design II **three hours**

Students will design and graphically present small design projects. The final product will be a small building complex. PR: 99-210.

99-300 ARC VII. Architectural Materials **three hours**

Beginning exploration into the nature of basic construction materials, their inherent characteristics and behavior relative to the natural and man-made environments in which they are required to work. PR: 99-240.

99-310 ARC VIII. Construction II **three hours**

Introduction to site analysis, mechanics of materials and wood/steel systems. PR: 99-220.

99-400 ARC IX. Design III **four hours**

Exploration of the dwelling unit generated by interpersonal relationship, site, climate and materials. PR: 99-250.

Theatre

(Division of Fine Arts)

100. Theatre Appreciation **two hours**

Study of drama as it occurs on stage, in movies, and in radio and television in order to form a critical appreciation of its purpose and effects. Fall semesters.

110. Introduction to Theatre **two hours**

Required of all theatre majors and minors. An overview of the purposes and organization of the theatre and allied areas and the functions of all of the jobs related to a theatrical presentation; artistic, performer, director, designer, technicians, and "front-of-house" operations and introduction to the theatre as a profession: professional organizations and securing employment.

114. Body Training and Stage Movement **two hours**

Required of all theatre minors. Care, control, and use of the body as an instrument basic to performance (acting, singing, dancing). Spring semester only.

140. Theatrical Production **two hours**

Lecture course introducing the student to the principles and techniques of the organization, planning, and execution of technical theatre production, including scenery, properties, lighting, costuming, sound, and stage movement.

148. Theatre Workshop I-IV **one-four hours**

Crew work is assigned to Masquers productions, studio theatre productions, and/or reader's theatre. Opportunities for experience in all areas of technical theatre such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. One hour of credit taken concurrently with Theatre 140 is required of all BA Minors in Speech Communication and Theatre (Theatre Option) and AB in Education with teaching field in Oral Communication (grades 7-12). No more than one hour can be earned during a semester. Open to freshmen and sophomores (first four semesters) (juniors and seniors, see Theatre 432).

160. Technical Theatre Practicum: Costuming I **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

162. Technical Theatre Practicum: Lighting I **one hour**

Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

164. Technical Theatre Practicum: Properties I **one hour**

Practical experience in varied aspects properties through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

166. Technical Theatre Practicum: Scenic I **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

168. Technical Theatre Practicum: Sound I **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

199. Special Topics in Theatre **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

212. Theatrical Makeup **one hour**

Fundamentals of the theory and technique of designing and applying theatrical makeup, including laboratory experience and practical experience with Masquers productions and studio theatre productions.

220. Oral Interpretation **two hours**

An introductory study and practice of the principles involved in understanding the meaning of prose, poetry, and dramatic literature and in the effective oral and/or bodily transmission of that meaning to a listening and/or viewing audience. Spring semester. PR: Speech Communication 105 or Speech Communication 107 or consent.

228. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation. Maximum credit earned a semester is one credit hour. PR: Theatre 220 and/or consent of instructor.

230. Acting **two hours**

Introduction to the theory and practice of fundamental acting techniques for the stage. Fall semesters. PR: Theatre 220 or consent.

238. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in Masquers or studio theatre dramatic productions. Maximum credit earned a semester is two credit hours. PR: Consent. Juniors and seniors, see Theatre 432. (First four semesters.)

244. Introduction to Theatrical Design **three hours**

An introduction to the principles of theatrical design, including scenic, lighting, and costume design. Alternate spring semesters. PR: Consent.

260. Theatre History **three hours**

Historical examination of the major theatrical periods through a study of the important playwrights, theorists, and other practitioners of each era. Alternate spring semesters.

314. Advanced Theatrical Makeup **one hour**

Practice in advanced design and application of theatre makeup. Assigned to Masquers productions and studio theatre productions. (Formerly Speech 301 Advanced Makeup.) PR: 212.

326. Advanced Oral Interpretation **two hours**

A study of the special problems of oral interpretation in the areas of prose; poetry, and dramatic literature. Alternate fall semesters. Not a substitute for Theatre 220. PR: Theatre 220 or consent.

330. Advanced Acting **three hours**

Advanced acting will involve special problems in acting related to movement, characterization and an introduction to styles to include representational style (classicism, medieval, and romanticism). Alternate spring semesters.

336. Directing **two hours**

Principles and techniques of play directing. Special attention given to directing problems in educational theatre: play selection, budgeting, casting, mounting, and staging, public relations, and coordination of crafts. Spring semester. PR: Theatre 140, 148 and/or Theatre 348 and Theatre 230 and consent.

344. Advanced Theatrical Design **three hours**

Advanced theatrical design will involve completed projects in scenic, lighting, and costume design to apply theory and introductory techniques and skills presented in the beginning course. Alternate spring semesters.

348. Theatre Workshop I-IV **one-four hours**

Crew work is assigned to Masquers productions, studio theatre productions and/or reader's theatre. Opportunities for experience in all areas of technical such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. No more than one hour can be earned during a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 148).

350. Children's Drama **three hours**

A lecture course providing an introduction to the theories and techniques involved in both creative drama for children and children's theatre. Taught on demand.

352. Children's Theatre Practicum **one hour**

Practical application of theories and techniques of children's theatre through performing with or working technical crews for Masquers, Jr. (children's theatre) productions. Taught on demand.

354. Creative Drama Practicum **one hour**

Theories and techniques learned in Theatre 350 are applied in supervised guidance of children in creative drama experience. PR: Theatre 350 or consent. Taught on demand.

356. Summer Theatre: Rehearsal and Performance **one-three hours**

Systematic rehearsal and public performance with the Masquers Town and Gown Players (community-college summer theatre). Designed for students who desire concen-

trated stage training and experience. Roles assigned dependent upon directors' selection and hours credit desired. PR: Auditions.

358. Summer Theatre: Production and Management **one-three hours**

Experience provided in every phase of theatrical production and some phases of theatre management in conjunction with the Masquers Town and Gown Players (community-college summer theatre). Experiences include set designing and construction, lighting costumes, makeup, box office, house management, and publicity. Assignments dependent upon hours credit desired. PR: Consent.

360. Technical Theatre Practicum: Costuming II **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

362. Technical Theatre Practicum: Properties II **one hour**

Practical experience in varied aspects of light through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

364. Technical Theatre Practicum: Lighting II **one hour**

Practical experience in varied aspects of properties through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

366. Technical Theatre Practicum: Scenic II **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

368. Technical Theatre Practicum: Sound II **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

390. Scenic and Property Design **three hours**

An introduction to the principles of scenic and property design with attention given to scenographic techniques. PR: Theatre 110, 140, Tech. 99-100 or consent. Taught on demand.

392. Costume History and Design **three hours**

History of wearing apparel and appointment with emphasis on the Western World beginning with the Egyptians up to the 1950s and an introduction to the principles of costume design, including rendering techniques of costumes for the stage. PR: Theatre 110, 140. Tech. 99-100 or consent. Taught on demand.

394. Lighting and Sound Design **three hours**

Principles and techniques in designing, lighting and sound for theatrical and other public productions, with attention given to platform presentations, display, and television presentations. PR: Theatre 110, 140, Tech. 99-100 or consent. Taught on demand.

424. Stage Dialects **one hour**

An introduction through theory and practice to the major stage dialects including British, Cockney, Irish, Yiddish, Russian, German, Southern Mountain, Southern, and Brooklyn. PR: Speech Communication 105. Offered spring semester only.

428. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation, dependent upon proficiency level. Maximum credit earned a semester is one semester hour. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 228.) PR: Theatre 220 and/or consent.

432. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in Masquers' dramatic productions. One to two credit hours may be earned a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 238.) PR: Consent.

438. Directing Practicum **one hour**

Direction and public presentation of a one-act play. PR: Theatre 336 and consent.

480. Theatre Business Management and Promotion **three hours**

Study of theatre management procedures including responsibilities and practices in business management, box office management, and house management; and the study of the responsibilities and practices in theatre promotion, including the use of the media. Taught on demand.

484. Theatre Business Management Practicum **one-two hours**

Practical experience in varied aspects of business management, including box office assignments through work with Masquers and other productions. Treated in the drama course offerings. Course designed by student and selected faculty with approval of department chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor. Taught on demand.

488. Promotion Practicum **one-two hours**

Practical experience in varied aspects of theatrical promotion through work assigned to Masquers productions. Maximum credit a semester—one.

490. Directed Study in Theatre **one-four hours**

The student selects directed study in any area of theatre which is not treated in the drama course offerings. Course designed by student and selected faculty with approval of department chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor.

Veterinary Assistant Technology

(Division of Allied Health)

113. Introduction to Veterinary Technology **three hours**

The students will study veterinary laws and ethics, business and hospital management, and comparative anatomy and physiology. The parasites of the dog and the cat and the laboratory techniques for diagnosis of these parasites will be covered. Various methods of administering drugs will be evaluated and practiced. The students will practice the care, handling, and restraint of the dog and the cat. Two hours lecture and two hours lab per week. PR: Admission to the VAT Program.

114. Breeds and Breeding **two hours**

The students will be taught the breeds of the dog and the cat, breeding behavior, reproductive physiology, and nutrition. Two hours lecture per week. Open to all students.

117. Veterinary Techniques I **three hours**

The students will study the care, handling, and restraint of common laboratory animals. Various techniques in surgical nursing, instrument and equipment care, and veterinary anesthesiology will be presented and applied. The pharmacology of common veterinary anesthetics will be covered. Necropsy and tissue sampling techniques will be practiced. This course will be closely correlated with VAT 118: Radiology. Two hours lecture and two hours lab per week. PR: VAT 113, 114; Biology 170.

118. Radiology **two hours**

The students will study and apply the theory of radiology, radiographic techniques, positioning of animals, and hand processing of radiographs. Basic bandaging and external fixation techniques will be studied and applied. This course will be closely correlated with VAT 117: Vet. Tech. I. One-hour lecture and two hours lab per week. PR: VAT 113, 114; Biology 170.

120. Pharmacology for Animal Technicians **two hours**

The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. Drug laws and regulations are reviewed. Two hours lecture per week. PR: VAT 113, 114; Biology 170.

124. Basic Concepts of Biochemistry **one hour**

A survey of the biochemistry of metabolism is covered. One-hour lecture per week. PR: Open to all students.

199. Special Topics in Veterinary Assistant Technology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

215. Large Animal Restraint and Diseases **two hours**

The students will study the care, handling, and diseases of farm animals and practice restraint and medication techniques. The parasites of farm animals will be covered. Interstate regulations and health documents will be reviewed. The common domestic breeds of the cow, horse, pig, sheep, and goat will be studied. Field trips will be included. One-hour lecture and two hours lab per week. PR: VAT 271.

217. Veterinary Techniques II **four hours**

The students will study theory and practice the laboratory techniques for complete blood and urine analysis, vaginal cytology, analyses of transudate and exudate as related to clinical veterinary medicine. Two hours lecture and four hours lab per week. PR: VAT 271.

219. Veterinary Techniques III **two hours**

This course is concurrent and interrelated with VAT 272. It is designed to correlate the academic and applied techniques learned by the AHT. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare a resume to complete the course requirements as well as an in-depth written scientific report. PR: VAT 215, 217, 220.

220. Pathophysiology of Small Animal Diseases **three hours**

The course will cover infectious, hormonal, traumatic, and toxological diseases of the dog and the cat. The body's normal defense systems and its repsonses to pathology will be presented. Three hours lecture per week. PR: VAT 271.

271. Veterinary Preceptorship I **eight hours**

The student spends 8 hours a day, 4 days a week in a veterinary practice for both summer sessions. The student will have the opportunity to function as a member of a veterinary practice. The student will be able to apply techniques learned in the classroom. PR: VAT 117, 118, 120, 124, Biology 205.

272. Veterinary Preceptorship II **12 hours**

The student spends 8 hours a day, 4 days a week in a veterinary practice. The student is expected to function as a full member of a veterinary practice. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom. PR: VAT 215, 217, 220, Biology 219.

Directory

West Virginia Board of Regents

Fairmont State College is a state-supported institution operated under the governance of the West Virginia Board of Regents. The board consists of nine members appointed by the governor and confirmed by the senate. There are also three ex-officio members. The chancellor is the chief executive officer of the board and the chief executive officer of the state system of higher education. The state superintendent of schools is an ex-officio non-voting member.

	Term Expires
The Reverend Paul J. Gilmer, President, Charleston	1983
John W. Saunders, Vice President, Beckley	1985
Verl W. Snyder, Secretary, Berkeley Springs	1985
Andrew L. Clark, Bluefield	1985
Sue S. Farnsworth, Wheeling	1983
Clark B. Frame, Morgantown	1987
Russell L. Isaacs, Charleston	1983
Betsy K. McCreight, Huntington	1987
William E. Watson, Wellsburg	1987
Faculty Representative (ex-officio)	
Student Representative (ex-officio)	
Roy Truby, State Superintendent of Schools, Charleston (ex-officio)	
Chancellor of the Board of Regents	

Administration and Staff

PRESIDENT OF THE COLLEGE Wendell G. Hardway, Ph.D.
ASSISTANT TO THE PRESIDENT Lois M. Laughlin, M.A.
ACADEMIC AFFAIRS, *Vice President for* H. Dean Peters, Ph.D.
Assistant to Flora R. Petro, M.A.
ADMISSIONS, *Director of, and Assistant Registrar* John G. Conaway, Ed.D.
ATHLETICS AND HPERS, *Director of* Colin T. Cameron, M.A.
BLACK STUDENTS, *Coordinator of* Carl M. Hunt, Ph.D.
COMMUNITY COLLEGE, *Dean of* Paul E. Edwards, Ph.D.
Clarksburg Center, Director of Robert M. Stemple, M.A.
COMPUTER CENTER, *Director of* Edward S. Bock II, M.S.E.E.
Assistant Director of George Tilko, B.S.
FINANCE AND FACILITIES, *Vice President for* Fred W. Schaupp, Ed.D.
Assistant to Homer W. Cox, B.S.
FOOD SERVICE, *Director of* Frank Pulice, Jr., B.A.
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LEARNING RESOURCE CENTER, *Director of* Charles G. Manly, M.A.
LIBRARY, *Director of* Robert G. Masters, M.A.
PHYSICAL FACILITIES, *Director of* Harold P. Lawson
PUBLIC RELATIONS, *Coordinator of* Rachel Merrifield, B.A.
REGISTRAR *and Director of Management Information Systems* ... Billy G. Dunn, Ed.D.

SECURITY, *Chief of* Benny Testa
STUDENT AFFAIRS, *Vice President for* George E. Cannon, M.A.
Assistant to Blair Montgomery, M.A.
Counselors, Coordinator of William D. Shaffer, M.A.
Counselors Michael Belmear, M.A.
Michele Casteel, M.A.
William F. Julian, M.S.
Supervisor of Women's Housing Ann Lester, B.A.
Coordinator for the Handicapped William F. Julian, M.S.
STUDENT CENTER AND BOOKSTORE, *Director of* Stanley Groves, M.A.
STUDENT HEALTH SERVICE, *Director of* James R. Dollison, M.D.
TEACHER EDUCATION, *Dean of* Harry J. Hadley, Ed.D.

Academic Divisions

DIVISION OF ALLIED HEALTH, Paul E. Edwards, Ph.D.
- Allied Health Administration
- Emergency Medical Services
- Medical Laboratory Technology
- Medical Record Technology
- Nursing
- Veterinary Assistant Technology

DIVISION OF COMMERCE, Robert B. Bowers, Ed.D.
- Business Administration
- Business Education
- Economics
- Secretarial Studies

DIVISION OF EDUCATION, Harry J. Hadley, Ed.D.
- Elementary Education
- Early Education
- Secondary Education
- Special Education

DIVISION OF FINE ARTS, Leta N. Carson, Ph.D.
- Art
- Music
- Speech Communication
- Theatre

DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION, AND SAFETY, Colin T. Cameron, M.S.

DIVISION OF LANGUAGE AND LITERATURE, Byron Jackson, Ph.D.
- English
- French
- German
- Journalism
- Library Science
- Spanish

DIVISION OF SCIENCE AND MATHEMATICS, William D. Ruoff, Ph.D.
- Biology
- Chemistry
- Geology
- Mathematics
- Physical Science
- Physics

DIVISION OF SOCIAL SCIENCE, Yu San Wang, Ph.D.
- Criminal Justice
- History
- Geography
- Philosophy
- Political Science
- Psychology
- Public Safety
- Sociology

DIVISION OF TECHNOLOGY, James A. Hales, Ed.D.
- Engineering Technology
- Home Economics
- Technology Education (Industrial Arts)

Faculty

AMOS, RAYMOND E., JR., (1965), *Professor of Biology*; B.S., Fairmont State College; M.S., Ph.D., West Virginia University.

ASHTON, JOHN H., (1970), *Assistant Professor of Music*; B.F.A., M.F.A., Carnegie-Mellon University.

BACZA, GERALD L., (1981), *Assistant Professor of Technology*; B.S., California State College; M.A., Ed.D., West Virginia University.

BALSER, ELIZABETH H., (1971), *Director, Foundations*; *Professor of English*; A.B., M.A., Ed.D., West Virginia University.

BATSON, DAVID C., SR., (1969), *Associate Professor of Technology*; B.S., M.A., West Virginia University.

BAUER, ROBERT, (1971), *Coordinator, Psychology*; *Associate Professor of Psychology*; A.B., University of South Florida; Ph.D., University of Tennessee.

BENNETT, GARY K., (1980), *Assistant Professor of Commerce*; B.S., Fairmont State College; M.B.A., West Virginia University.

BOCK, EDWARD E., II, (1967), *Director, Computer Center*; *Assistant Professor of Commerce*; B.S.E.E., M.S.E.E., West Virginia University.

BOHNKE, DAVID R., (1974), *Professor of Physical Education*; B.S., Slippery Rock State College; M.A., University of Iowa; Ph.D., Ohio State University.

BOWERS, ROBERT L., (1981), *Chairman and Professor of Commerce*; B.M.E., Virginia Commonwealth University; M.A., Ed.D., University of Kentucky.

BOYLE, DIANA L., (1977), *Instructor of Nursing*; B.S., West Virginia University, M.S.N., West Virginia University.

BRAUER, ELAINE, (1981), *Instructor of Medical Records*; B.A., San Jose State University, Sacred Heart Dominican College; M.A., Southern Illinois University.

BROOKS, JAMES D., (1964), *Professor of Art*; B.F.A. M.F.A. University of Iowa.

BROWN, WILLIAM N., (1976), *Coordinator, Biology*; *Professor of Biology*; B.S., M.S., Birmingham-Southern College; Ph.D., University of Georgia.

BUNDY, JOSEPH, (1965), *Professor of Health Education*; B.S., Fairmont State College; M.S., Ed.D., West Virginia University.

BURNS, RUTH A., (1965), *Assistant Professor of Commerce*; A.B., Fairmont State College; M.A., West Virginia University.

BYERS, GEORGE F., (1971), *Associate Professor of English*; A.A., Vincennes University; A.B., M.A. Ph.D., Indiana University.

BYERS, JUDY P., (1982), *Assistant Professor of English*; B.A., Fairmont State College, M.A., West Virginia University.

CAMERON, COLIN T., (1977), *Director of Athletics and Division of Health, Physical Education, Recreation and Safety*; *Associate Professor of Physical Education*; B.S., Springfield College; M.S., Michigan State University.

CAMERON, ROBERT B., (1972), *Associate Professor of Psychology*; B.S., Lewis and Clark College; M.S., Ph.D., University of Kentucky.

CANNON, GEORGE E., (1962), *Vice President for Student Affairs*; *Associate Professor of Psychology*; A.B., Fairmont State College; M.A., West Virginia University.

CARPENTER, WILLIAM D., (1979), *Coordinator and Assistant Professor of Veterinary Assistant Technology*; B.S., Wildl. Mgmt.; B.S., Zoology, D.V.M., Colorado State University.

CARSON, LETA N., (1978), *Chairwoman of Fine Arts and Professor of Music*; B.M., M.M.E., Texas Christian; Ph.D., Michigan State University.

CATHER, H. DOTSON, (1976), *Associate Professor of Technology*; B.S.M.E., M.S.M.E., West Virginia University.

CHURCH, SAMUEL M., (1970), *Professor of Psychology*; A.B., M.S., Ph.D., West Virginia University.

CLOVIS, JOHN C., II, (1970), *Associate Professor of Art*; B.S., M.A., M.F.A., West Virginia University.

COFFINDAFFER, DOROTHY M., (1977), *Assistant Professor of Commerce*; B.S., Campbellsville College; M.A., Marshall University.

COLEBANK, CARL A., (1976), *Associate Professor of Education*; B.S., M.S., Ed.D., West Virginia University.

COLEMAN, JAMES E., (1968), *Professor of Chemistry*; B.S., M.S., Louisiana State University; Ph.D., Ohio State University.

CONAWAY, JOHN, (1971), *Assistant Registrar and Director of Admissions*; *Assistant Professor of Education*; A.B., Fairmont State College; M.A., Ed.D., West Virginia University.

COOPER, DAVID W., (1978), *Instructor of Physical Education*; A.B. Fairmont State College; M.A., West Virginia University.

CORAM, GREGORY J., (1980), *Coordinator of Criminal Justice, Instructor of Criminal Justice*; B.A., Wheeling College; M.S., Indiana State University.

CUNNINGHAM, GLENNIS H., (1972), *Coordinator, Elementary Education*; *Director, Affirmative Action*; *Professor of Education*; B.A., Glenville State College; M.A., Ed.D., West Virginia University.

DIVINS, BARBARA, (1981), *Assistant Professor of Education*; B.S., Indiana University of Pennsylvania; M.S., Slippery Rock State; Ed.D., West Virginia University.

DODGE, MARGARET R., (1965), *Assistant Professor of Nursing*; B.S., West Virginia University; M.S., University of Maryland.

DUMIRE, JANE E., (1966), *Coordinator—Journalism and Director of Publications*; *Assistant Professor of English and Journalism*; B.A., Bethany College; M.S., West Virginia University.

DUNLEVY, JAMES O., (1965-69; 1972), *Associate Professor of Mathematics*; B.A., College of Steubenville; M.A., Arizona State University.

DUNN, BILLY G., (1956), *Registrar and Director of Management Information Systems*; *Professor of Commerce*; B.S., Concord College; M.S., University of Kentucky; Ed.D., West Virginia University.

DUVALL, HAROLD S., (1952), *Associate Professor of Physical Education*; B.A., Fairmont State College; M.A., Columbia University.

EDWARDS, PAUL E., (1976), *Dean of the Community College*; *Professor of History*; B.A., Willamette University; M.A., Ph.D., American University.

FAULK, HARRY R., (1976), *Associate Professor of Music*; B.M., M.M., Eastman School of Music; D.A., Carnegie-Mellon University.

FAYOYIN, MARY J., (1975), *Assistant Cataloger and A-V Librarian*; *Instructor of Library Science*; B.A., Fairmont State College; M.L.S., University of North Carolina.

FITCH, JOHN R., (1970), *Associate Professor of Sociology*; B.A., M.A., Syracuse University.

FRIEND, MARK, (1977), *Associate Professor of Commerce*; B.S., M.S., West Virginia University.

FRYE, ELIZABETH, (1974), *Associate Professor of Mathematics*; A.A., Potomac State College; B.S., Fairmont State College; M.S., West Virginia University.

FULDA, MICHAEL, (1971), *Professor of Political Science*; M.A., Ph.D., American University.

GATRELL, A. STEVEN, (1970), *Coordinator, History*; *Associate Professor of History*; B.S., University of Illinois; M.A., Ph.D., West Virginia University.

GILMER, JERIEL M., (1969), *Professor of Music*; B.M., West Virginia University; M.M., Peabody Conservatory of Music; D.M.A., West Virginia University.

GIVENS, RUTH J., (1965), *Assistant Professor of English*; B.A., Fairmont State College; M.A., West Virginia University.

GOODWIN, JAMES C., II, (1971), *Associate Professor of Technology*; B.S.M.E., M.S.M.E., West Virginia University.

GOODWIN, RONALD W., (1978), *Instructor of Commerce*; B.S., Salem College; M.B.A., West Virginia University.

GORTON, CAROLYN, (1981), *Instructor of Business Education*; B.S., M.S., Indiana State University.

GORTON, MICHAEL, (1980), *Instructor of Physical Education*; B.S., M.Ed., University of Cincinnati.

GOULD, MARVIN B., (1968), *Assistant Professor of Commerce*; B.S., M.B.A., West Virginia University.

GRATTAN, ROBERT M., (1970), *Professor of English*; B.A., Duquesne University; M.A., Ph.D., Ohio University.

GRIMSLEY, BARBARA J., (1965), *Assistant Professor of Nursing Education*; B.S., West Virginia University.

GRISCOM, WILLIAM E., (1976), *Associate Professor of Technology*; B.A., M.A., Glassboro State University; M.A., Ed.D., West Virginia University.

GROCOTT, CARTER, (1979), *Associate Professor of Commerce*; A.B., Bethany College; M.B.A., West Virginia University.

HADLEY, HARRY J., (1969), *Dean of Teacher Education*; *Chairman and Professor of Education*; B.S., Frostburg State College; M.A. Ed.D., West Virginia University.

HAINES, BILLY L., (1966), *Professor of History*; B.A., M.A., Ph.D., West Virginia University.

HALES, JAMES A., (1964), *Chairman and Director, Division of Technology*; Professor of Technology; B.S., M.A., Kent State University; Ed.D., West Virginia University.

HARMAN, GLENN A., (1968), *Assistant Professor of Commerce*; A.A., Potomac State College; B.S., Fairmont State College; M.A., West Virginia University.

HARRIS, MELANIE J. ROWE, (1971), *Assistant Professor of Mathematics*; A.B., Fairmont State College: M.A., University of Pittsburgh.

HART, BETTY L., (1981), *Instructor of English*; B.A., Howard University; M.A., West Virginia University.

HAYNES, D. STEPHEN, (1970), *Professor of Physics*; B.S., Georgia Tech; Ph.D., Florida State University.

HERRING, Lewis H., (1967), *Professor of Technology*; B.S., Texas College of Arts and Industries; M.Ed., University of Texas; Ed.D., West Virginia University.

HESS, MELVA C., (1951), *Coordinator, Home Economics*; *Professor of Home Economics*; B.A., Fairmont State College; M.S., West Virginia University.

HILL, LARRY L., (1970), *Assistant Professor of Physical Education*; A.B., Fairmont State College; M.A., West Virginia University.

HINES, ROBYN, (1977), *Instructor of Physical Education*; B.S., M.S., West Virginia University.

HORNE, NANCY L., (1970), *Assistant Professor of Commerce*; B.S., M.Ed., University of Pittsburgh.

HORVATH, MARIE, (1977), *Coordinator and Assistant Professor of Medical Records*; B.S., College Misericordia.

HOYER, JUDITH Y., (1973), *Associate Professor of Economics*; B.S., Valdosta State College; M.A., Appalachian State University; M.S., Virginia Polytechnic Institute and State University.

HUNT, CARL M., (1970), *Coordinator, Black Students*; *Professor of History*; B.S., Bluefield State College; M.A., Ph.D., West Virginia University.

HUPP, MARY A., (1972), *Coordinator, Library Science and Reference Librarian*; *Assistant Professor of Library Science*; B.A., Fairmont State College; M.A., George Peabody College.

HUSSEY, JOHN P., (1971), *Professor of English*; A.B., M.A., University of Detroit; Ph.D., University of Florida.

JACKSON, BYRON K., (1968), *Chairman, Division of Language and Literature*; *Professor of English*; B.S., Butler University; M.A., University of Miami; Ph.D., University of Florida.

JOHNSON, LOWELL E., (1971), *Professor of Education*; B.S., Concord College; M.A., Ed.D., West Virginia University.

JONES, HELEN, (1981), *Associate Professor of Education*; B.A., Fairmont State College; M.A., Ed.D., West Virginia University.

JOSHI, TULASI R., (1972), *Professor of Geography*; B.A., Tri-Chandra College; M.A. Tribhuban University; M.A., University of Hawaii; Ph.D., University of Pittsburgh.

KIME, WAYNE, (1978), *Professor of English*; B.A., Stanford University; M.A., Ph.D., University of Delaware.

KING, JOHN W., (1968), *Associate Professor of English*; B.A., St. John Vianney; B.S., College of Steubenville; M.A., University of Notre Dame.

KISNER, DEBORAH M., (1976), *Assistant Professor of Nursing*; B.S., M.S., West Virginia University.

KUPREANIK, RICHARD, (1975), *Assistant Professor of Technology*; A.B., Fairmont State College; M.Ed., University of Maryland.

LARRY, JOSEPH, (1974), *Coordinator and Associate Professor of Social Work*; B.S., M.S.W., West Virginia University.

LARUE, JAMES A., (1954), *Coordinator, Mathematics*; *Professor of Mathematics*; B.A., M.S., West Virginia University; Ph.D., University of Pittsburgh.

LAUGHLIN, LOIS, (1970), *Assistant to the President*; *Assistant Professor of Education*; B.A., Fairmont State College; M.A., West Virginia University.

LAUGHLIN, WILLIAM M., JR., (1966), *Coordinator of Economics and Associate Professor of Commerce*; B.A., College of William and Mary; M.A., University of Cincinnati.

LAWRENCE, JOAN, (1973), *Assistant Professor of Commerce*; B.S., B.A., M.B.A., West Virginia University.

LEE, DONG HA, (1981), *Instructor of Commerce*; B.C., Seoul National University; M.B.A., New York University; Ed.D., West Virginia University.

LEONARD, LOY W., (1956), *Associate Professor of Technology*; B.A., Fairmont State College; M.A., West Virginia University.

LIDDELL, EMIL R., (1972), *Associate Professor of Sociology*; B.S., Indiana State College; M.A., SUNY at Buffalo.

LOUGH, JO ANN, (1955), *Assistant Professor of Speech and Theatre*; B.A., Fairmont State College; M.A., West Virginia University.

MAHANEY, STEPHEN J., (1971), *Assistant Professor of Physical Education*; B.S., M.A., University of Maryland.

MALONEY, FRANCES L., (1962), *Professor of Safety Education*; B.A., Fairmont State College; M.S., Ed.D., West Virginia University.

MANLY, CHARLES G., II, (1968), *Director, Learning Resource Center*; *Associate Professor of Radio and Television*; B.A., Salem College; M.A., West Virginia University.

MARTIN, ASHLEY, (1980), *Associate Professor of Physics*; B.S., Memphis State University; Ph.D., Florida State University.

MASTERS, ROBERT G., (1960-66; 1971), *Director of the Library*; *Assistant Professor of Library Science*; B.S., West Virginia University; M.A., George Peabody College.

McCORMICK, CHARLES H., (1970), *Professor of History*; B.A., Kent State University; M.A., Yale University; Ph.D., American University.

McDOWELL, EMILY, (1973), *Assistant Professor of Nursing*; B.S., Indiana University, M.S.M., West Virginia University.

McINTRYE, LYNDEN, (1981), *Instructor of Technology*; B.S., M.S., Central Michigan University.

McLAUGHLIN, EARL G., (1967), *Professor of Education*; B.A., Glenville State College; M.A., Ed.D., West Virginia University.

MICHNA, ADAM F., (1969), *Assistant Professor of Biology*; B.A., Fairmont State College; M.A., West Virginia University.

MILLER, MARTHA L., (1964), *Director of Nursing Education*; *Professor of Nursing Education*; B.S.N., University of North Carolina; M.S., Case-Western Reserve University; Ed.D., Columbia University.

MOERK, ALICE A., (1969), *Professor of Music; B.M., Carthage College; M.F.A., Ohio University; Ph.D., West Virginia University.*

MOODY, FRANCES, (1962), Associate Professor of Music; B.A., Concord College: M.A., Columbia University.

MORGAN, ANNE BLAIR, (1972), *Assistant Professor of English*; B.A., Fairmont State College; M.A., West Virginia University.

MORGAN, MARY ELINOR, (1965), *Assistant Professor of History*; B.A., M.A., West Virginia University.

MOROOSE, DONALD A., (1969), *Coordinator, Educational Foundations*; *Professor of Education*; B.A. Fairmont State College; M.S., Ed.D., West Virginia University.

MORRISON, DEBORAH L., (1976), *Instructor of Nursing*; B.S., West Virginia University, M.S., West Virginia University.

NAEGELE, ORVILLE D., (1960), *Associate Professor of Geology*; B.S., M.S., University of Cincinnati.

NAGY, JAMES, (1981), *Instructor of Commerce*; B.S., Pennsylvania State University; M.L.S., University of Pittsburgh.

NEPTUNE, MARLYN G., (1966), *Assistant Professor of Physical Education*; B.S., M.S., West Virginia University.

NESSELROAD, JOANNA A., (1971), *Associate Professor of Home Economics*; B.S., M.S., Ed.D., West Virginia University.

NOLF, MARSHA L., (1972), *Cataloger*; *Assistant Professor of Library Science*; B.A., Waynesburg College; M.L.S., University of Pittsburgh.

NUNNALLY, THOMAS M., (1972), *Assistant Professor of Technology*; B.S.E.M., West Virginia University; M.Ed., Duquesne University.

NUTTER, BARBARA F., (1964), *Assistant Professor of English*; B.A., Fairmont State College; M.A., West Virginia University.

OVERKING, MICHAEL M., (1968), *Associate Professor of Speech Communication and Theatre*; B.A., Fairmont State College; M.A., Ohio University.

PARKS, JOHN D., (1976), *Assistant Professor of Technology*; A.B., Fairmont State College; M.A., West Virginia University.

PEARSE, RONALD D., (1968), *Assistant Professor of Psychology*; B.A., Fairmont State College; M.A., West Virginia University.

PETERS, EDWARD E., III, (1976), *Coordinator of Business Administration*; *Assistant Professor of Commerce*; B.E., Yale University; M.B.A., University of Bridgeport; Ph.D., West Virginia University.

PETERS, H. DEAN, (1968), *Vice President for Academic Affairs*; *Professor of History*; B.A., Marshall University; M.A., Ph.D., West Virginia University.

PETRO, FLORA R., (1964), *Assistant to the Vice President for Academic Affairs*; *Assistant Professor of Commerce*; B.A., Fairmont State College; M.A., West Virginia University.

PHARES, DANIEL D., (1978), *Coordinator and Assistant Professor of Medical Laboratory Technology*; B.S., Salem College; M.T., St. Mary's Hospital Medical Technology School.

PHEASANT, JOHN L., (1969), *Associate Professor of Technology*; B.S., B.A., Fairmont State College; M.A., West Virginia University.

PHILLIPS, WALTER F., (1966), *Associate Professor of Technology*; B.A., Fairmont State College; M.A., West Virginia University.

PHILLIPS, WILLIAM E., JR., (1966), *Associate Coordinator, Regents Degree Program*; *Professor of Education*; B.A., Fairmont State College; M.A., Ed.D., West Virginia University.

POSTON, CHARLES D., (1969), *Professor of English*; B.A., Lamar State College; M.A., University of Texas; Ph.D., University of Oklahoma.

POTTER, WILLIAM M., (1970), *Associate Professor of Commerce*; B.S., East Tennessee State University; M.A., Memphis State University.

POWELL, RUTH A., (1966), *Technical Services Librarian*; *Assistant Professor of Library Science*; A.B., Fairmont State College; M.L.S., Kent State University.

PRIESTER, HARRY G., (1967), *Coordinator, Secondary Education*; *Professor of Education*; B.S., M.A., Ed.D., West Virginia University.

PRITCHETT, WILLIAM H., (1967), *Professor of Biology*; B.S., Davidson College, Ph.D., University of Virginia.

PUDSELL, F. DAVID, (1968), *Associate Professor of History and Philosophy*; B.A., Tusculum College; M.Div., Pittsburgh Theological Seminary; M.A., Indiana University.

PULSIFER, JACK R., (1965), *Associate Professor of History and Philosophy*; B.A., Lamar State College; M.A., Northwestern University.

RADCLIFF, JUDITH, (1969), *Associate Professor of Home Economics*; B.S., West Virginia University; M.S., University of Maryland.

REINHARDT, ROBERT M., (1971), *Professor of Political Science*; B.A., Anderson College; M. Div., Graduate School of Religion, Anderson College; M.A., Ball State University; Ph.D., West Virginia University.

RETTON, JOSEPH, JR., (1963), *Assistant Professor of Physical Education*; B.A., Fairmont State College; M.A., West Virginia University.

RICHARDSON, RAYMAN, (1971), *Professor of Physical Science*; A.B., Central Methodist College; M.S.T., University of Missouri; Ph.D., Ohio State University.

RITCHIE, DAVE F., (1978), *Instructor of Business Education*; B.S., M.A., University of Cincinnati.

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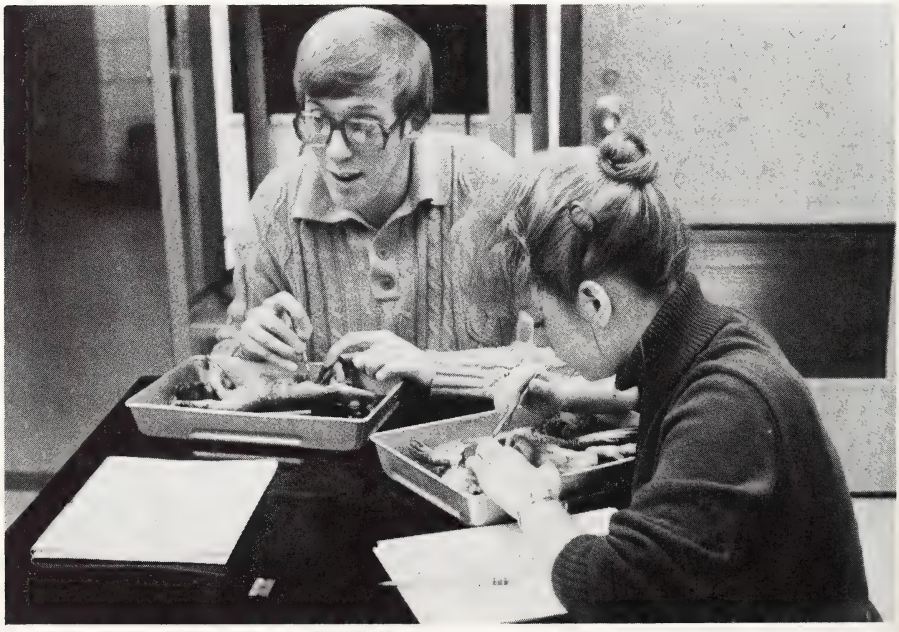
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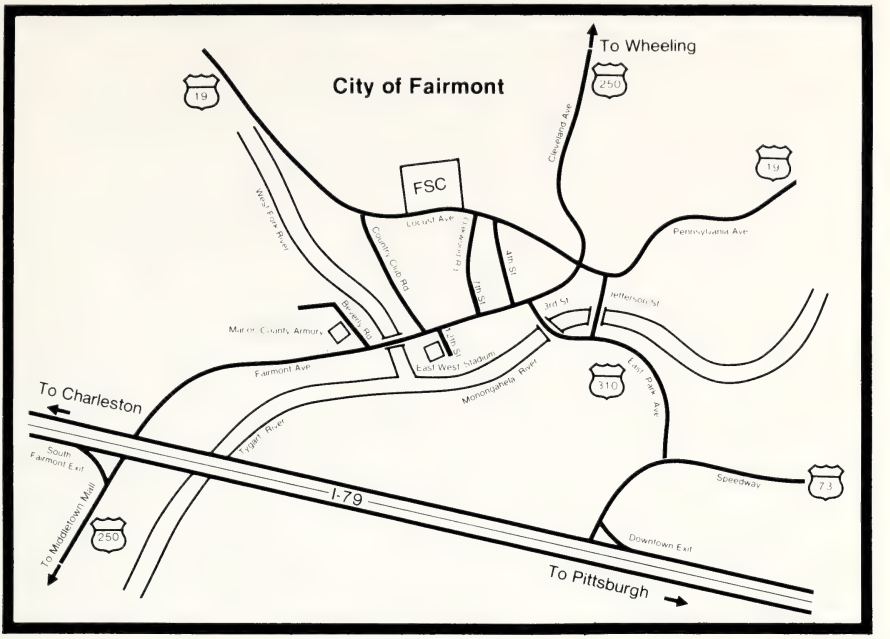
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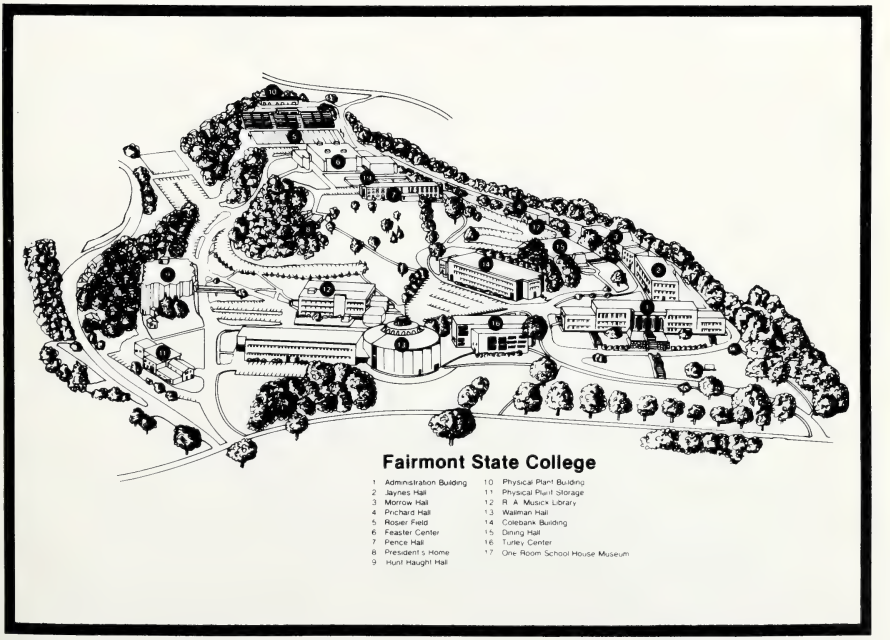
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Admissions For everything concerned with the admissions of students, including requests for the College catalog and other publications, academic credit, and information about fees	Registrar and Director of Admissions
Administrative and General College Policy	President
The Faculty, Curricula, Instruction, Summer Sessions	Vice President for Academic Affairs
Community College and Continuing Education	Community College
Guidance and Counseling	Counseling Center
Housing	Student Affairs
Scholarships, Loan Information and Student Employment	Financial Aid Officer
College Fees	Vice President for Finance and Facilities
Publicity, Alumni Activities	Coordinator of Public Relations

SUPPLEMENT TO THE FAIRMONT STATE COLLEGE
1982-84 CATALOG

The following revisions, additions, and deletions should be considered as an integral part of the 1982-1984 Catalog.

VISITORS

Visitors are always welcome at Fairmont State College. An informal tour of the campus may be obtained for those persons, especially for classes of high school students, who will notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in the Administration Building.

POLICY ON EQUAL OPPORTUNITY

Fairmont State College is an equal Opportunity-Affirmative Action institution. In compliance with Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.

PROGRAM TERMINATION

The following program has been terminated by the Board of Regents:

Division of Social Science

Legal Assistant, Associate in Applied Science, pages 140 and 141.

REVISION OF ACADEMIC INFORMATION
(Pages 39-48)

Medical Record Technology, page 37

The hours required for a minor are 66 not 18.

U. S. Air Force Officers Training Corps, page 45

Air Force ROTC is designed to provide training that will develop leadership abilities, managerial skills, and interpersonal attitudes vital to the professional Air Force officer. It is designed to qualify for commissioning those college men and women who desire to serve in the United State Air Force.

The course is open to FSC students who meet all eligibility criteria and complete a six-week field training experience at an Air Force Base during the summer between the sophomore and junior years. This summer training is paid for by the Air Force. Questions concerning application requirements and eligibility should be directed to the Department of Aerospace Studies at West Virginia University, 293-5421 or 293-5422.

General Studies, page 48

There was a tabulation error in the listing of physics and physical science. The Science or Mathematics requirements are as follows:

Science or Mathematics****		6
Biology 101,102 or 103	Intro. to Biology	8
Chemistry 101,102	General Chemistry	8
Chemistry 105,106	Chemical Principles	10
Geology 101,102	General Geology	6
Mathematics*****.....		6
Physics 101,102	Intro. to Physics	8
Physical Sci.(select any 3 of the following).		6
Scientific Methodology 100	2	
Astronomy 101	2	
Chemistry 102	2	
Geology 103	2	
Physics 104	2	
History of Physical Science 105	2	

****This requirement must be taken in the same discipline.

*****Math 101 and Math 102 cannot be used to satisfy General Studies requirements.

REVISED PROGRAMS

Division of Commerce

Electronic Data Processing
(Associate in Science)

Required Courses			64 sem. hrs.
Accounting	201	Principles of Accounting I	3
Accounting	202	Principles of Accounting II	3
Management	309	Principles of Management	3
EDP	100	Intro. to Electronic Data Processing	3
	103	FORTRAN Programming I	4
	104	Intro. to COBOL Programming	4
	201	Assembler Programming	4
	204	Advanced Programming	4
	206	PL-1	4
	or		
	207	RPG	4
	220	Business Systems	3
	230	EDP Special Project	4
	or		
	240	Selected Advanced Topics	4
English	104	Written English	3
English	108	Advanced Written English	3
Math	205	Fundamental Concepts of Math	3
Electives			16

Minor B.A. and B.S. degree			19 sem. hrs.
EDP	100	Intro. to Electronic Data Processing	3
	103	FORTRAN Programming I	4
	104	Intro. to COBOL Programming	4
	204	Advanced Programming	4

Select four hours from the following:

105	Consulting	1
201	Assembler Programming	4
203	FORTRAN Programming II	4
206	PL-1	4
207	RPG	4
220	Business Systems	3
230	EDP Special Project	4
240	Selected Advanced Topics	4

Division of Education
(Bachelor of Arts in Education)

Admission Policy for All Teacher Education Programs

Admission to teacher education programs requires that a student have a minimum composite score of 16 on the ACT or have demonstrated an acceptable level of proficiency in the Basic Skills -- Reading, English and Mathematics -- as determined by the Division of Education. While students are permitted to take education courses as freshmen, formal admission to teache education is not initiated until the student's sophomore year. Consequently, freshmen who are interested in teacher education but who do not possess the minimum ACT score should plan to re-take the ACT test or prepare to demonstrate their proficiency in the Basic Skills mentioned above. Details related to demonstrating Basic Skill Proficiencies are available in the Office of the Dean of Teacher Education. In addition a Health Certificate, completed by the student's personal physician, is required and must be submitted during the initial education course. The Health Certificate is a pre-requisite for all off-campus laboratory experiences in the surrounding public schools.

Admission to Teacher Education - Page 111
In addition to the five criteria listed for "Application for Admission to the Teacher Education Program," which is to be submitted while enrolled in Education 302, add:

4. have a minimum composite score of 16 on the ACT or have demonstrated acceptable Basic Skills proficiency levels in Reading, English and Mathematics as determined by the Division of Education.

Initial Performance Practicum - Page 112
Changes in criteria for establishing eligibility for the Initial Performance Practicum involve items 1 and 5. They now read as follows:

1. Completion of 96 semester hours including 12 hours with a G.P.A. of 2.0 in education foundation courses and three-fourths of the required work in each teaching specialization. All courses in the teaching specialization which are marked by an asterisk in this catalog must be completed before admission to the I.P.P.

5. Have a 2.5 overall grade point average.

Summary of Degree Requirements - Page 113
The following change is to be made in these requirements: Item 1 - Change 2.0 to 2.5.

Professional Education - Elementary - Page 115
Credit hours for Education 200 and 250 have been increased from two to three hours for each course, thereby increasing total credit hours from 24 to 26.

Professional Education - Secondary - Page 117
Credit hours for Education 200 and 250 have been increased from two to three hours for each course, thereby increasing total credit hours from 25 to 27.

Division of Language and Literature

French

French Major
(In collaboration with the Foreign Language Department of West Virginia University)

B.A. and B.A. in Education 30 sem. hrs.
(Single Teaching Field, Grades 7-12)

Required Courses
(Note that six hours of the starred courses can be taken at West Virginia University, normally during one summer session.) Alternatively, these courses may be taken on the Fairmont State College Campus.

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	3
		or	
	215	Outside Reading in French I	3
	202	Intermediate French II	3
		or	
	216	Outside Reading in French II	3
	*292	Pro-Seminar. First Option. (France in Perspective and Contemporary Literature, 3 sem. hrs. each)	6
		or	
	**292	Pro-Seminar. Second Option. (Conversation and Contemporary French Culture)	6
		or	
	***292	Pro-Seminar. Third Option. (France in Perspective and Contemporary Literature, 3 sem. hrs. each)	6

311	French Composition and Conversation I	3
312	French Composition and Conversation II	3
314	French Civilization and Culture	3
426	Main Currents of French Literature and Culture	3

*France in Perspective and Contemporary Literature are taken as a group on the West Virginia University campus, normally during one summer session, and are the Pro-Seminar Topics assigned by Fairmont State College.

**Conversation and Contemporary French Culture, for six credit hours, is taken in the West Virginia University French Program Overseas. This is optional, and may be taken instead of the above campus program Options One and Three.

***France in Perspective and Contemporary Literature are taken as a group on the Fairmont State Campus. These Pro-Seminar Topics parallel those in the First Option.

DELETED COURSES OF INSTRUCTION

Business

103.	Automotive Parts Dept. Management	three hours
104.	Automotive Service Dept. Management	three hours
340.	Aerospace Management and Leadership I	three hours
341.	Aerospace Management and Leadership II	three hours
440.	Aerospace Studies	three hours
441.	Aerospace Studies	three hours

Business Education

317.	Medical Machine Transcription	two hours

Electronic Data Processing

205.	PL-1 and RPG	four hours

NEW COURSES OF INSTRUCTION

Electronic Data Processing

206. PL-1 four hours
Three hours lecture and two hours lab per week. This is an advanced course in programming and applications using the PL-1 language. The student's knowledge and skills are developed to a level of sophistication that will allow immediate employment as a beginning programmer in the language. The course develops programming efficiency and advanced techniques. PR: EDP 103, 104 or consent.

207. RPG four hours
Three hours lecture and two hours lab per week. This is an advanced course in programming and applications using the RPG language. The student's knowledge and skills are developed to a level of sophistication that will permit immediate employment as a beginning programmer in the language. The course develops programming efficiency and advanced techniques. PR: EDP 103, 104 or consent.

240. Selected Advanced Topics four hours
Studies in specially selected advanced topics. Current topics of interest in Data Processing will be covered. Topics to be studied will be determined by the instructor and approved by the division head. PR: EDP 103, 204 or concurrent registration, or consent.

French

292. Pro-Seminar. Special Topics. three hours
Third Option, Topic I
This course, taken at Fairmont State College, has for

its topic "France in Perspective." This is a study of French civilization and culture with emphasis as to content on the recent period and as to approach on the use of the comparative method, comparing France, its culture and its contributions to that of other nations This course is taken in conjunction with Third Option, Topic II, described below. PR: Consent of Instructor

292. Pro-Seminar. Special Topics. three hours
Third Option, Topic II
This course, taken in conjunction with Third Option, Topic I, described above, has for its topic "French Contemporary Literature." The period emphasized is that beginning about 1900. PR: Consent of Instructor

REVISED COURSES OF INSTRUCTION

Education

200. Introduction to Education three hours
This course provides the student with an overview of the profession. Its primary purpose is to provide the student with information prerequisite for formulating a realistic career decision and a professional commitment to teaching. It is recommended that students take this course no earlier than the second semester of their freshman year.

250. Social Foundations of Education three hours
This course is an analysis of the foundations of education with special emphasis on the historical, philosophical and sociological basis for programs, instructional strategies, and teaching behaviors in American education. It is recommended for students in their sophomore year.

French

292. Pro-Seminar. Special Topics. six hours
Second Option
This course, which may be taken instead of the First Option, is taken in the West Virginia University French Program Overseas. It has for its topic "Conversation and Contemporary French Culture."
PR: Consent of Instructor.

Mathematics

101. Applied Technical Math I three hours
An introduction of fundamental mechanics and techniques for performing operations with algebraic

expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot satisfy general studies requirements.

102. Applied Technical Math II three hours
This course is a continuation of Math 101. Topics covered include solving radical equations and polynomial equations, as well as complex numbers, exponential and logarithmic functions, inequalities and additional topics in trigonometry. This course cannot satisfy general studies requirements. PR: Math 101.

Medical Record

106. Medical Record Directed Practice II two credits
This is a two-credit, one eight-hour day per week course. It is designed to give students more practice in numbering, assembling, analyzing, filing and retrieving medical records, as well as introducing such new procedures as microfilming, data processing, word processing, transcription, data gathering and statistical presentation. Where applicable, students will experience the special features of extended care records. PR: MRS 103.

208. Medical Record Directed Practice IV — three credits

This is a three-credit, three-week course requiring 40 hours of practice per week, hours to correspond with the normal working schedule of the clinical affiliate, and will provide opportunity for practicing all skills acquired thus far in the two-year program under the supervision of a directed practice supervisor and the faculty clinical coordinator, including admission procedures; record assembly, analysis and maintenance coding and indexing; statistical reports and vital statistics reporting; release of information; microfilming; transcription; tumor registry; utilization review; audit/quality review; committee meetings; and management skills. PR: MRS 205, 206, taken concurrently with MRS 207.

MISCELLANEOUS CHANGES AND CORRECTIONS

HPERS, page 68

In the Sports Laboratory curriculum, Minimum 6 hours should follow PE* 233.

RECREATIONAL LEADERSHIP, page 69

Change Rec 146 Folk & Square Dancing from 3 hours to 2 hours.

Change PE 233 Basic Aquatics to PE 232 Basic Aquatics.

PRE-ENGINEERING, page 108

Change Chemistry 101, 102 to Chemistry 105, 106.

PSYCHOLOGY, page 218

Social Psychology 230 is the same as Sociology 230 not Sociology 305.

TECHNOLOGY, page 95

Change 90-200 ARC I Graphics to 99-200 ARC I Graphics.

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Program Revision 6

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New Courses 12
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Course Number Correction 17

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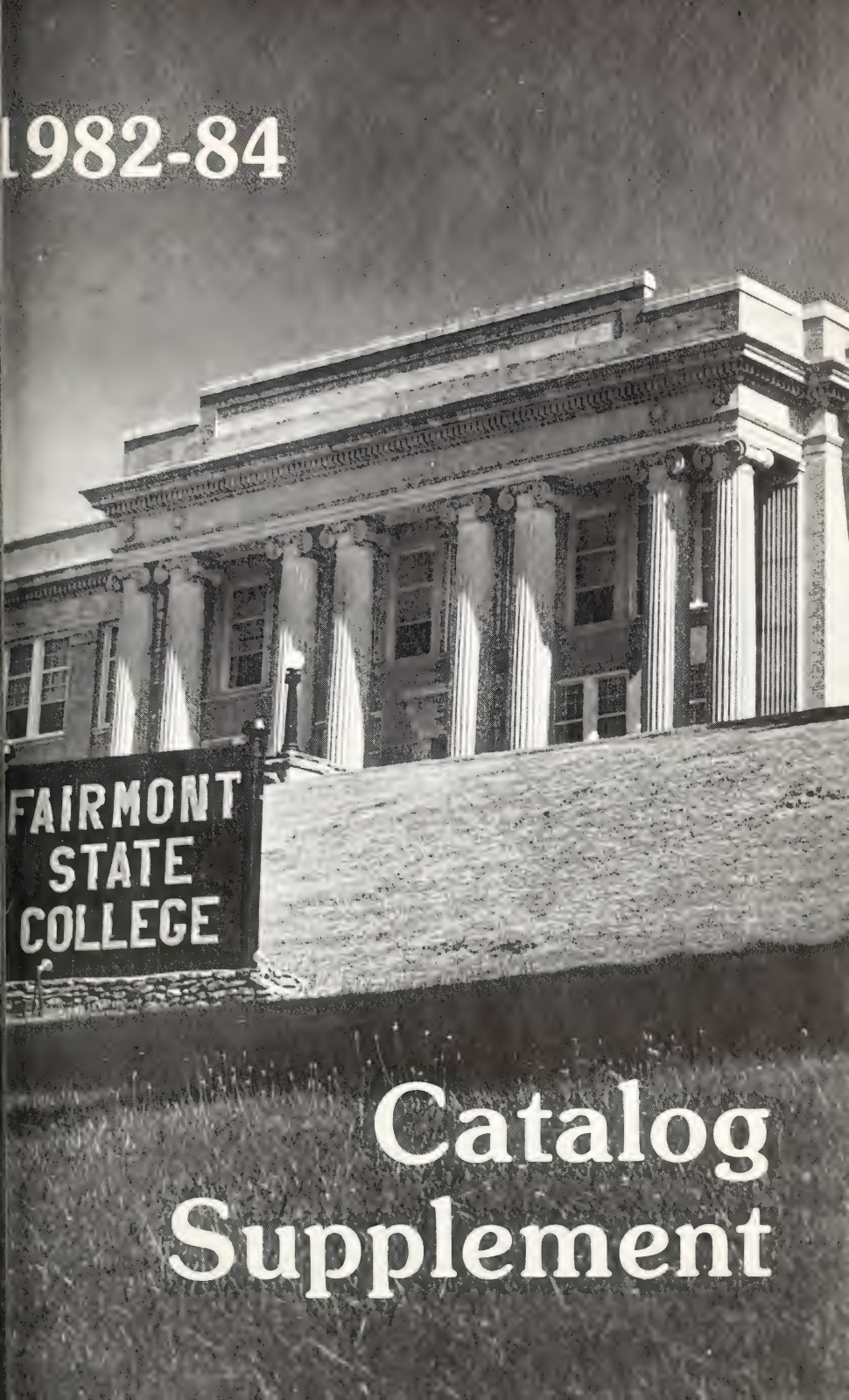
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1982-84



Catalog Supplement

1982-84

FAIRMONT STATE COLLEGE



CATALOG SUPPLEMENT

Fall 1983

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CORRESPONDENCE DIRECTORY

The Post Office address of the College is:

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000

Correspondence should be addressed as indicated below:

Admissions For everything concerned with the admission of students, including requests for the College catalog and other publications, academic credit, and information about fees	Registrar and Director of Admissions
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CHANGES IN ADMISSION PROCEDURES

The following information reflects significant changes in admission procedures. Refer to pages 10 through 16 for complete information.

Admission Requirements

The application for admission must specify the degree or program objective--four-year bachelor's degree; two-year associate degree; or one-year certificate program. Admission is granted to Fairmont State College for bachelor degree programs and to the Fairmont State Community College Component for associate degree and certificate programs.

Admission to Fairmont State College does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and space available for practical experience training. The standards and procedures for admission to limited enrollment programs are presented later in this section.

Associate Degree and Certificate Programs

Admission to associate degree and certificate programs is open to all graduates of approved high schools.

Bachelor Degree Programs

Admission to four-year bachelor degree programs is restricted to graduates of approved high schools who have 2.0 or "C" high school grade average or at least a composite score of 14 on the American College Test (ACT).

Students in associate degree or certificate programs who have a 2.0 "C" high school grade average or at least a composite score of 14 on the American College Test (ACT) may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who do not meet the minimum requirements for admission to bachelor degree programs may qualify for transfer to a bachelor degree program upon completion of 30 semester hours, 15 of which must be in general studies with a 2.0 grade point average. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. This application for transfer to the bachelor degree program must be submitted to and approved by the Admissions Office.

Admission as Special Students (Nonmatriculant)

Admission to Fairmont State College as a special or nonmatriculant student is open to anyone who has completed fewer than 15 semester hours cumulative at any college or university. Admission as a special or nonmatriculant student is intended for students registering for occasional college courses with no degree objective. Students admitted as special or nonmatriculant students may complete up to a cumulative total 15 hours of college credit. A student who has completed 15 hours of regular college credit is required to apply for admission to Fairmont State College for further study and at that point meet all the requirements for admission for a specific degree or certificate objective.

Transient students from other colleges and universities will be admitted as special or nonmatriculant students upon receipt of written approval from the Dean or Registrar of their parent institution.

High School Students

Refer to the third paragraph under Admission Requirements on page 10 of the Catalog.

Special Admission for High School Nongraduates

The second paragraph of this section, which is found on page 11 of the Catalog, has been deleted.

Required Forms and Credentials

Add the following to the requirements on page 12:

7. If a student has been out of high school for more than a year, a brief resume of educational and work experiences must be submitted.

Admission Policy for Limited Enrollment Programs Division of Allied Health

The requirement of 22 on the ACT has been deleted.

TUITION AND FEE CHANGES

Enrollment Fees Per Semester

The following listing reflects changes made in the various fees. Consult pages 20-22 for a complete listing of fees.

On-Campus

	W. Va. Resident	Non-Resident
12 hours (or more, full-time students)	$377.00	$1,062.00
11 hours	347.00	984.00
10 hours	325.00	904.00
9 hours	302.00	824.00
8 hours	280.00	743.00
7 hours	258.00	663.00
6 hours	154.00	501.00
5 hours	131.00	421.00
4 hours	109.00	341.00
3 hours	87.00	260.00
2 hours	65.00	180.00
1 hour	42.00	100.00

Off-Campus

Total hours must be taken off-campus to qualify for off-campus fees. If a class is taken off-campus, then all hours will be charged at the on-campus rate.

	W. Va. Resident	Non-Resident
12 hours (or more, full-time students)	$275.00	$960.00
11 hours	245.00	882.00
10 hours	223.00	802.00
9 hours	200.00	722.00
8 hours	178.00	641.00
7 hours	156.00	561.00

	W. Va. Resident	Non-Resident
6 hours	$134.00	$481.00
5 hours	111.00	401.00
4 hours	89.00	321.00
3 hours	67.00	240.00
2 hours	45.00	160.00
1 hour	22.00	80.00

Residence Hall Expenses Per Semester

Rent: Morrow, Prichard, Pence Halls	$460.00 plus tax
Food Service: All residents of Morrow, Prichard, Pence Halls are required to purchase a meal ticket for use in the College Dining Hall	$565.00 plus tax
Board (20 meal plan) one-half semester - Off-campus Residents Only	$282.50 plus tax

FEDERAL FINANCIAL AID

At Fairmont State College satisfactory academic progress for all federal financial aid shall be linked to the academic probation policy and to hours completed compared with hours attempted. Programs include: PELL Grant (Basic Education Opportunity Grant), Supplemental Education Opportunity Grant, College Work-Study Program, Federal Nursing Scholarship, National Direct Student Loan, Nursing Student Loan, Guaranteed Student Loan, and the State Student Incentive Grant Program (West Virginia Higher Education Grant). When a student is placed on academic probation in December or May, or it is noted that overall hours completed are less than 75 percent of overall hours attempted, he/she shall be placed on

financial aid probation for the subsequent term and notified that, if by the end of the subsequent term the probationary status or hours completed status is still in effect, federal aid as defined above shall be terminated. Eligibility for such aid shall commence the semester the student ceases to be on academic probation and has completed 75 percent of overall hours attempted as monies are available.

PROGRAM SUSPENSION

The following program has been suspended by the Board of Regents effective fall 1983:

Division of Technology

Power Option, Associate in Science, page 135.

REVISION OF ACADEMIC INFORMATION
(Pages 39-40)

Dean's List, page 44

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.2 or better are considered honor students and are named to the Dean's List.

COURSE TITLE CHANGES

Division of Commerce

Business, page 164

Change Business 370 Risk Management to Business 370 Risk Management/Introduction to Insurance.

Electronic Data Processing, page 178

Change EDP 204 Advanced Programming to EDP 204 Advanced COBOL Programming.

Division of Social Science

Political Science, pages 216, 217

Change 211 Military Science Part I to 211 Military Science Part V.

Change 212 Military Science Part II to 212 Military Science Part VI.

Change 311 Military Science Part III to 213 Military Science Part VII.

Change 312 Military Science Part IV to 214 Military Science Part VIII.

Division of Technology

Child Care, page 127

Change 200 Special Topics: Practicum (three hours) to Child Care Practicum (six hours).

DELETED COURSES OF INSTRUCTION

Division of Allied Health

Nursing, page 209

100 Introduction to Nursing	one hour

Division of Language and Literature

French, page 183

215 Outside Reading in French I	three hours
216 Outside Reading in French II	three hours

NEW COURSES OF INSTRUCTION

Division of Allied Health

Emergency Medical Services

102 Clinical Practicum three hours
This practicum is designed to increase the field knowledge of the EMS student prior to entry into the Mobile Intensive Care Paramedic (MICP) Program. This course is recommended by the State Office of Emergency Medical Services. PR: 101, EMT licensure and approval of instructor.

198 Advanced Emergency Care eight hours
This course provides theoretical background and practical training for performance of the following procedures: assessment, intravenous therapy, administration of resuscitative drugs, airway maintenance, recognition of dysrhythmias, and procedure for defibrillation, and application of Military Anti-Shock Trousers (MAST). The class meets two four-hour sessions per week and it must be taken concurrently with EMS 201 and EMS 105. PR: EMS 101, 102.

Nursing

104 Introduction to Pharmacology one hour
This course is designed to introduce the nursing student to the basic concepts of classification, action and implications related to the administration of medications. Introduction to Pharmacology is offered in the first semester of the nursing curriculum to be taken concurrently with Nursing 101. PR: Admission to the nursing program.

Business

373 Casualty Claim Practice three hours
This course includes the basic theory of claims practice, establishing the validity of written proofs of loss, investigating the scene of the loss, verification of loss, negotiating settlement, and application of human relations to claims. Common law, statutory law, and modern court decisions will be reviewed.

Electronic Data Processing

102 Principles of Computer Programming three hours
This course will provide an in-depth study of the foundations for computer programming of business applications. This will include a survey of computer hardware, software, techniques of computer programming, and principles of file handling. The student will be required to complete three to five projects which exemplify standard business applications using the BASIC programming language. (Because of its demanding character, the course is designed primarily for EDP majors or minors and for persons wishing to satisfy Graduate School entry requirements.)

110 Programming With BASIC four hours
This course includes three hours lecture and two hours lab per week. It is designed for the student with a fundamental knowledge of BASIC or proficiency in another language. Students will complete from four to six programming projects illustrating programming logic, debugging techniques, control structures, character string maipulation, array handling, file processing, and usage of functions and subroutines. Students will develop a proficiency in the

language encompassing those versions of BASIC developed for use on minicomputers as well as large computers. PR: EDP 102

Division of Fine Arts

Music

313 Music History: Music before 1750 three hours
The development of musical styles from the Medieval era through the death of J. S. Bach. PR: Music 209, 206 or permission of instructor.

314 Music History: Music since 1750 three hours
The development of musical styles from the close of the Baroque period up to the present day. PR: Music 209, 206 or permission of instructor.

Division of Social Science

Political Science

105 Military Science Part I two hours
This course will cover the organization and development of the United States Army and ROTC. General military subjects will include first aid, map reading and United States Army equipment. A uniform is not required. PR: Freshmen and sophomores only except by permission of the instructor.

106 Military Science Part II two hours
The discussion will involve the role of the United States in world events, policies and traditions in peace and war. General military subjects will include further study of first aid and map reading. Student optional personal enrichment subjects will include rappelling and visits to army installations. A uniform is not required. PR: Freshmen and sophomores only.

107 Military Science Part III two hours
This course involves an introduction of basic leadership and management with emphasis on the fundamental concepts and skills required of today's citizen-soldier. A uniform is not required. PR: Freshmen and sophomores only.

108 Military Science Part IV two hours
Continued instruction is provided in fundamentals of leadership and managment, with emphasis on the military application of these fundamentals. An introduction will be given to small-unit tactics and organizations. A uniform is not required. PR: Freshmen and sophomores only.

REVISED COURSES OF INSTRUCTION

Division of Allied Health

Emergency Medical Services, page 179

101 Techniques of Medical Emergency Services — four hours

The study of the techniques of emergency medical services including medical aid for trauma and illness victims, principles of auto extrication, rope work, and radio communications. Classes are conducted in both classroom and in field experience. Medical block 44 clock hours, rescue rope work 24 clock hours, communication 24 clock hours for a total of 92 hours. In addition to regular course hours, three lab hours for the practicum are required each week.

Medical Record Technology, page 203

207 Medical Record Science IV — five hours

This course is designed to introduce management functions required to direct a medical record department: procedure development, methods analysis, job description, work standards, budgeting, layout, work flow, organizational charts, interdepartment relationships. Current standards of health care are presented: Joint Commission on Accreditation of Hospitals (JCAH) accreditation state licensure, quality assurance, utilization review, risk management. PR: MRS 205, 206.

Division of Technology

Technology Education, page 231

90-301 Communication — four hours

This is a study of the technical means by which man communicates. The emphasis will be on electronic and

graphic forms of communication. The social/cultural aspects of communication will be studied as well as the technical components. The course will be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: 98-100

Food Service Management, page 191

219 Introduction to Food Service Industry three hours

This course provides a description of the different careers available in the food service industry. Training programs conducted by restaurants, hospitals, nursing homes, fast food services, and school lunch programs will be discussed and tours of these establishments will be conducted. Federal, state and local regulations regarding sanitary and safety controls as they relate to food service will be surveyed. Identification of food-borne diseases and methods for their prevention and control will be discussed, and the positive principles of health, personal hygiene, and safety that are involved in food handling will be described. The emphasis of the course will be on practical application.

NEW PROGRAM

Division of Commerce

Insurance Option

Minor B.A. and B.S. Degrees 18 sem. hrs.
(Note: Duplicate credit will not be granted to fulfill the requirements for a major in Commerce.)

Required Courses

Business	370	Risk Management/Intro. to Insurance	3
	371	Property & Casualty Ins.	3
	372	Life Insurance	3
	373	Casualty Claim Practice	3
Elective Hours to be selected from the following			6
Business	141	Business Math	3
Accounting	201	Principles of Accounting	3
Accounting	202	Principles of Accounting	3
Business	306	Business Law	3
Business	307	Business Law	3
EDP	100	Intro. to EDP	3
Marketing	205	Salesmanship	3
Management	314	Office Management	2
Bus. Ed.	251	Business Communications	2
Business	410	Investments	3

PRE-REQUISITE CHANGES

Division of Commerce

Business

Delete Business 370 as a pre-requisite for Business 371 and 372.

Electronic Data Processing

Change pre-requisite from EDP 100 to EDP 102 for the following courses:

EDP 103 Fortran Programming I

EDP 104 Introduction to Cobol Programming

EDP 201 Assembler Programming

Change pre-requisites for EDP 105 Electronic Data Processing Consulting to EDP 103, 104, and consent of EDP faculty.

REVISED PROGRAM REQUIREMENTS

Division of Allied Health

Medical Laboratory Technology, pages 141, 142

Change Chemistry 101, 102 to Chemistry 105, 106

Add High school chemistry or its equivalent is required for admission to the MLT Program.

Division of Commerce

Duplicate credit may be earned only for courses that are specifically required for both major and minor disciplines. Duplicate credit may not be earned for courses which students may choose to take.

Insurance Option, page 125

Delete Marketing 320 Advertising and Add Business 373 Casualty Claim Practice.

Real Estate Option, page 126
(Minor B.A. and B.S. Degrees)

Change Business 386 Real Estate Finance from an elective to a required course.

Division of Technology

B.A. Industrial Arts, pages 100, 101

Change 90-200 Communication I to 98-100 Printing Processes.

Child Care, page 127

Change Economics 200 to Home Economics 312, Consumer Education.

REVISED PROGRAMS

Division of Allied Health

Emergency Medical Services, page 132
(Certificate in Applied Science)

Required Courses			38 sem. hrs.
English	104	Written English	3
EMS	101	Techniques of EMS	4
EMS	102	Practicum	3
EMS	105	Specialized Rescue	3
EMS	198	Adv. Emergency Care	8
EMS	201	Practicum	4
Biology	170	Anatomy & Physiology	4
Psychology	101	Intro. to Psychology	
Health	202	Community Health Problems ...	
Allied Health	100	Medical Terminology	

Division of Commerce

Business Administration, pages 53-55

Group A, General Major			51 sem. hrs
Required Courses			33 sem. hrs
Accounting	201, 202	Principles of Acct.	
Business	306, 307	Business Law	
	310	Statistics	
	401	Business Finance	
Economics	201, 202	Economic Principles & Problems	
EDP	100	Intro. to EDP	
Management	309	Principles of Management ..	
Marketing	304	Marketing	
The additional requirement			1

These additional hours may be taken in any one of several combinations. Such combinations are to be

agreed upon by the student and the adviser. Such combinations may include Accounting, Business, Economics, Management, Marketing, and EDP classes, and Mathematics 115 and/or 116.

Group B, Accounting

Major			51 sem. hrs.
Required Courses			51 sem. hrs.
Accounting	201, 202	Principles of Acct.	6
	301, 302	Intermediate Acct.	6
	330	Advanced Accounting I	3
	404	Cost Accounting	3
	405	Auditing	3
	406	Federal Income Tax Acct. Individual	3
Business	306, 307	Business Law	6
	310	Statistics	3
	401	Business Finance	3
Economics	201, 202	Economic Principles & Problems	6
EDP	100	Introduction to EDP	3
Management	309	Principles of Management	3
Marketing	304	Marketing	3

The following additional courses, although not required, are recommended to develop further the body of accounting knowledge commonly expected of the entry-level accountant.

Accounting	331	Advanced Accounting II
	407	Federal Income Tax Accounting: Partnership & Corporation
Management	409	Quantitative Management

Group C, Economics

Major			51 sem. hrs.
Required Courses			18 sem. hrs.
Economics	201, 202	Economic Principles & Problems	6
	301	Intermediate Economic Analysis: Microeconomics	3

	302	Intermediate Economic Analysis: Macroeconomics	3
Business	310	Statistics	3
EDP	100	Introduction to EDP	3

A minimum of 9 hours must be selected from these courses:

Economics	303	Money, Credit & Banking ...	3
	305	Economics of Labor	3
	307	Personal Finance	3
	405	Economic Analysis	3
	406	Guided Economic Study	1-3

Additional electives

Accounting	201, 202	Principles of Accounting ..	6
Business	306	Business Law I	3
	401	Business Finance	
	410	Investments	
Management	309	Principles of Management ..	
	409	Quantitative Management ...	
Marketing	304	Marketing	
EDP	103	FORTRAN Programming	
History	320	American Econ. History	
Math	115	Intermediate Mathematics II	
	116	Calculus I	

Group D, Office Administration

52 sem. hrs

Major 52 sem. hrs

Required Courses

Accounting	201, 202	Principles of Accounting ..	
Business	306	Business Law	
	310	Statistics	
	401	Business Finance	
Business Ed.	103	Records Management	
	211	Advanced Typewriting	
	251	Business Communications ...	
	301, 302	Adv. Shorthand & Trans. ...	
	311	Office Machines	
	314	Exec. Dictation & Trans. ..	
	340	Principles of Word Processing	
	351	Exec. Office Procedures ...	
	352	Direct Office Experience ..	

DP	100	Introduction to EDP	3
anagement	309	Prin. of Management	3
	314	Office Management	2
arketing	304	Marketing	3

lectronic Data Processing, page 131

wo-Year			64 sem. hrs.
equired courses			40 sem. hrs.
ccounting	201, 202	Prin. of Accounting	6
anagement	309	Prin. of Management	3
nglish	104, 108	Written English	6
ath	205	Fundamental Concepts of Math	3
DP	102	Principles of Computer Programming	3
	103	FORTRAN Programming I	4
	104	Intro. to COBOL Pro.	4
	204	Adv. COBOL Programming ...	4
	220	Business Systems	3
	230	EDP Special Project	
	or		
	240	Selected Adv. Topics	4
elect at least 12 hours from the following:			
DP	105	EDP Consulting	1
	110	Programming with BASIC ...	4
	201	Assembler Programming	4
	203	FORTRAN Programming II ...	4
	206	PL-1	4
	207	RPG	4
lectives			12

inor, B.A. or B.S. degrees			19 sem. hrs.
equired courses			15 sem. hrs.
DP	102	Principles of Computer Programming	3
	103	FORTRAN Programming I	4
	104	Intro. to COBOL Pro.	4
	203	FORTRAN Programming II	
	or		
	204	Adv. COBOL Programming ...	4

Select 4 additional hours from the following:

EDP	105	EDP Consulting	1
	110	Programming with BASIC ...	4
	201	Assembler Programming	4
	203	FORTRAN Programming II ...	4
	204	Adv. COBOL Programming ...	4
	206	PL-1	4
	207	RPG	4
	220	Business Systems	3
	230	EDP Special Project	4
	240	Selected Adv. Topics	4

Division of Technology

Food Service Management, page 137
(Associate in Applied Science)

Required courses 64 sem. hrs.

Accounting	201	Prin. of Accounting	3
Business	102	Intro. to Business	3
	141	Business Math	3
EDP	100	Introduction to EDP	3
English	104	Written English	3
	108	Adv. Written English	3
Home Ec.	110	Elementary Nutrition	2
	201	Principles of Food Sel. & Preparation	3
	201L	Principles of Food Sel. & Preparation Lab	0
	202	Advanced Foods	2
	202L	Advanced Foods Lab	0
	219	Intro. to Food Service ...	3
	220	Diet Ther. & Comm. Nut. ..	3
	223	Quantity Foods	3
	224	Practicum I	4
	227	Food & Beverage Merchandising	3
	229	Food Management Seminar ..	1
	316	Household Equipment	2
Management	308	Personnel Management	3
Phys. Ed.	100	Basic Phys. Education	1

Phys. Ed.	101	Basic Physio. Cond.-Health	1
Phy. Sci.	102 or 104	Chemistry Physics	2
Psychology	101	Intro. to Psychology	3
Sociology	110	Intro. to Sociology	3
Electives			7
Suggested Electives			
Business	306	Business Law I	3
Economics	200	Economics	3
Home Ec.	312	Consumer Education	3
	315	Home Management	3
	318	Management Problems	2
Management	305	Small Business Management	3
Marketing	304	Marketing	3
Speech	100	Intro. to Speech Comm.	3

Minor, B.A. and B.S. degrees 24 sem. hrs.

Home Ec.	110	Elementary Nutrition	3
	201	Principles of Food Sel. & Preparation	3
	201L	Principles of Food Sel. & Preparation Lab	0
	219	Intro. to Food Services	3
	223	Quantity Foods	3
	224	Practicum I	4
	227	Food & Beverage Merchandising	3
	229	Food Management Seminar	1
	316	Household Equipment	3
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Fairmont State College

Catalog 1984-86

Correspondence Directory

The Post Office address of the College is:

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000

Correspondence should be addressed as indicated below:

Admissions
For everything concerned with the admission of students, including requests for the college catalog and other publications, academic credits and information about fees Registrar and Director of Admissions

Administrative and General College Policy President

The Faculty, Curricula, Instruction, Summer Session Vice President for Academic Affairs

College Fees Vice President for Finance and Facilities

Community College and Continuing Education Dean of the Community College

Coordinator for Handicapped Student Affairs Office

Guidance and Counseling Student Affairs Office

Housing Student Affairs Office

Publicity, Alumni Activities Coordinator of Public Relations

Scholarships, Loan Information, and Student Employment Student Affairs Office

VISITORS

Visitors are always welcome at Fairmont State College. An informal tour of the campus may be arranged for those persons, especially for classes of high school students, who notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in the Administration Building.

Fairmont State College Catalog

Volume 104, Number 1 May, 1984







FAIRMONT STATE COLLEGE LIBRARY

Catalog Policy

It is the responsibility of students to be familiar with official college policies and to meet all requirements in the Catalog. The Catalog should be studied and retained. It provides the best possible current information on practices and intentions of the College. While no major changes are anticipated, the College reserves the right to change provisions or requirements at any time. Catalog revisions and supplements are issued periodically and may be obtained from the Registrar. Each student should keep informed of current degree, curriculum, and course requirements. The academic advisers and appropriate administrative offices of the College may be consulted for further information.

A student who enrolls at Fairmont State College shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would not be more than seven years from the date of first enrollment in college.

Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog. An exception will be made if the interruption is caused by service in the armed forces.

All students seeking readmission as a result of academic suspension will be enrolled under the current catalog.

Policy on Equal Opportunity

Fairmont State College is an equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1972, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.



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1984-86 Academic Calendars

1984 First Summer Term		1985 First Summer Term
May 29, Tuesday	Registration Day	May 28, Tuesday
May 30, Wednesday	Classes Begin	May 29, Wednesday
June 1, Friday	Applications for Summer Graduation Due	May 31, Friday
June 29, Friday	First Summer Session Ends	June 28, Friday

1984 Second Summer Term		1985 Second Summer Term
June 29, Friday	Registration Day	June 28, Friday
July 2, Monday	Classes Begin	July 1, Monday
July 4, Wednesday	Classes not in Session	July 4, Thursday
August 3, Friday	Second Summer Session Ends	August 2, Friday

1984 Fall Semester		1985 Fall Semester
August 22, Wednesday	Dormitories Open	August 21, Wednesday
August 23, Thursday	Orientation	August 22, Thursday
August 23, Thursday	Evening Registration	August 22, Thursday
August 24, Friday	Registration Day	August 23, Friday
August 27, Monday	Classes Begin	August 26, Monday
September 3, Monday	Labor Day, No Classes	September 2, Monday
October 19, Friday	Mid-Semester	October 18, Friday
October 19, Friday	Applications for December Graduation Due	October 18, Friday
November 21, Wednesday	Thanksgiving Recess Begins, 5 p.m.	November 27, Wednesday
November 26, Monday	Classes Resume, 8 a.m.	December 2, Monday
Dec. 13-19, Thursday-Wednesday	Final Exams	Dec. 12-18, Thurs.-Wed.

1985 Spring Semester		1986 Spring Semester
January 10, Thursday	Dormitories Open	January 9, Thursday
January 10, Thursday	Evening Registration	January 9, Thursday
January 11, Friday	Registration Day	January 10, Friday
January 14, Monday	Classes Begin	January 13, Monday
March 8, Friday	Mid-Semester	March 7, Friday
March 8, Friday	Applications for May Graduation Due	March 7, Friday
Mar. 11-15, Monday-Friday	Spring Break, No Classes	Mar. 10-14, Monday-Friday
March 18, Monday	Classes Resume, 8 a.m.	March 17, Monday
May 6-10, Monday-Friday	Final Exams	May 5-9, Monday-Friday
May 11, Saturday	Commencement	May 10, Saturday

Introduction

The College

Fairmont State College, a coeducational institution offering one-year certificates, two-year associate and four-year bachelor degrees as well as a wide range of continuing education classes, is the largest of the West Virginia State Colleges—largest in numbers of total full-time enrollment and largest in number of annual graduates. With a student body that has tripled in size in the last ten years, the College has shown a steady growth in the number of students and the geographic area it serves and in the programs and facilities available. Addition of Fairmont Community College as a unit of Fairmont State College is further evidence of continuing progress and traditional service to the community, region and state.

An extensive building program has produced the Wallman Hall, Hunt-Haught Hall, expansion of the Turley Center and renovation of the Administration Building. An addition to the R. A. Musick Library more than doubled its size in 1973. Recently completed is the Feaster Center, a health and physical education building providing space for sports and spectator events as well as a modern and well-equipped teaching facility, and a technology wing to Wallman Hall.

In addition to emphasis on modern facilities, Fairmont State College has preserved and honored its traditions. A one-room school museum on the campus recalls the days when the College served as a private teacher training school which began in 1865. It became a state supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees.

Academic excellence and personal growth and fulfillment, the principal purposes of the College, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The College's 80-acre campus with its twelve major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 24,000, is the county seat of Marion County, center of the coal industry of northern West Virginia and operating headquarters of large coal, utility and manufacturing concerns.

Philosophy and Objectives

Fairmont State College, an undergraduate institution operating under the authority of the West Virginia Board of Regents, is governed by its president with the aid and advice of its Institutional Board of Advisors, administrators, Faculty Senate, and Student Government.

Offering courses of study leading to baccalaureate degrees in the humanities, social and natural sciences, teacher education, business, industrial technology, and fine arts, the College also conducts programs of career-technical education and grants one-year certificates and the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study. Preprofessional study is available in several fields, including medicine, dentistry, law and pharmacy.

Fairmont State College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twentieth century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State College degree represents a level of achievement respected throughout the nation.

The College has a traditional interest in preparing teachers for public schools in West Virginia as well as in other states. Recognizing the importance of able teachers to a progressive society, it requires outstanding academic performance of its teacher candidates and offers them sound professional training for elementary and secondary teaching.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State's system of public higher education. This mission is accomplished by meeting these objectives:

- offering a broad range of traditional baccalaureate degree programs in the arts and sciences, teacher education and business administration.
- providing through the Community College component a variety of vocational/occupational programs of two years duration or less.
- providing opportunities for occupationally oriented baccalaureate study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- bringing selected college study opportunities into communities in the College's service region through the use of the mass media, regional educational centers, external degree programs and other forms of nontraditional study.
- encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial and public service agencies in the College's service area.
- offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- offering a variety of cultural, recreational and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilties, library, equipment, and laboratories.

To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State College is fully accredited by its accrediting associations – the North Central Association of Colleges and Secondary Schools, the National Council for accreditation of Teacher Education, and the West Virginia Board of Education.

The College is also a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, American Council on Education, National League for Nursing, and American Library Association, West Virginia Library Association and West Virginia Press Association.





Mission Statement

Fairmont State College was established as a state-supported normal school in 1867. Two years earlier, the institution had begun as a private teacher-training school, and a one-room school museum on the campus recalls this initial period. In 1943, Fairmont State was authorized to offer Bachelor of Arts and Bachelor of Science degrees. In 1974, addition of a Community College component gave further evidence of continuing progress in service to the community, region, and state. Particularly in the last ten years, Fairmont State College has shown a steady growth in numbers of students, in the geographic service area, and in programs and facilities.

Fairmont State College offers one-year certificates, two-year associate and four-year baccalaureate degrees, as well as a wide range of continuing education classes.

Emphasis in academic planning and operation of Fairmont State College throughout the planning period will be on continued cooperation with the other private and public institutions of higher education in the area.

Fairmont State will continue to maintain, strengthen, and enhance its existing basic academic programs, supporting both its degree programs and its general studies component. The arts and sciences disciplines, in providing a foundation for the general studies program, support all degree programs—both academic and vocational-occupational. Courses of study leading to the baccalaureate degree are offered in the humanities, social and natural sciences, teacher education, business, engineering technology, and fine arts. Preprofessional study is available in several fields, including medicine, dentistry, law, and pharmacy. Through its Community College component, the College also conducts programs of career-technical education and grants the degrees of Associate in Arts, Associate in Science, and Associate in Applied Science.

The importance of general education in fulfilling this mission is clearly recognized and as such is a significant part of the College's academic strength. General education provides for improvement of such skills as written and oral communication and mathematics, essential to the well-educated individual. Further, to help insure student success in all programs, instruction in the basic areas of reading, writing, mathematics, and study skills for academically deficient students is provided by the Foundations Program.

The College will continue to offer strong programs in teacher education—modifying, expanding, or reducing curricula as required to meet the changing needs of society. The present levels of commitment and emphasis in the preparation and continued training of teachers include secondary, elementary, and special education.

As increased enrollment growth occurs in programs leading to career opportunities, particularly in business administration and computer science, engineering technology, and allied health, a continual dialogue among business, industry, and local educational agencies will be utilized to articulate college career programs with the vocational technical centers located in the area. The College intends to maintain and make alterations, when appropriate, in existing career programs and to continue efforts to develop other new programs as required to serve the public need.

Increased attention will be devoted to providing courses and programs for adult and nontraditional learners on the main campus in Fairmont, as well as at off-campus locations throughout the College's nine-county service area in north central West Virginia, including such population centers as Grafton, Elkins, Parsons, Morgantown, and Kingwood. An off-campus Community College Center has already been successfully established in Clarksburg and has experienced rapid growth.

In addition to these emphases, opportunities for course and program offerings will continue to be developed at correctional institutions within the College's service area. The College will also expand credit courses and programs in the public schools for personnel such as bus drivers, cooks, and aides, as well as for public school teachers who desire to renew their teaching certificates or receive specialized and updated training. Other efforts will be made to serve practicing clinical level health professionals, especially in the area of

management skills; to emphasize the Regents' B.A. Degree; to utilize independent study, courses by television and newspaper, and other nonconventional delivery approaches; and to provide a means for nontraditional learners to acquire aesthetic understanding or personal fulfillment through late afternoon and evening offerings in fine arts throughout the region. Because of the increased demand, the College will continue to expand its offerings for nontraditional learners in the business and industrial fields, including internship and cooperative arrangements with industry and labor organizations.

Offering of short courses and various activities on a noncredit basis, using the Continuing Education Unit (CEU), will be expanded for various age groups throughout the geographical region, to include a wide variety of courses of cultural, vocational, recreational, social, and professional interest. Expansion will be made in continuing education for career improvement, as well as in the fine arts programs of the College—art exhibits, musical performances, plays, etc.—which will continue to serve simultaneously noncredit academic goals and community cultural needs.



Admission

General Admission Procedure

All students desiring admission to Fairmont State College, whether directly from high school or as transfer students from another college or university or from other classification, must file an application for admission on forms provided by the Director of Admissions. All correspondence relative to admission and all credentials in support of an application must be on file at least two weeks prior to the opening of a semester or term.

All credentials submitted in support of an application for admission becomes the property of the College and will not be returned to the student. The prospective student is responsible for submission of all necessary forms and records in support of an application for admission.

Admission is for one semester or term and may be used only for that time. Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date.

Any student admitted upon the basis of false credentials will be subject to immediate dismissal from college. *Any student admitted without complete credentials will not be permitted to pre-register or register for the next term if the credential file is not completed during the initial enrollment period.*

Admission does not guarantee housing. Separate applications for space in residence halls must be submitted to Student Affairs.

Any change in local addresses of any student at Fairmont State College must be reported to the Registrar within a reasonable time.

All local addresses must be complete, including the address of a student's landlord.

Admission Requirements

The application for admission must specify the degree or program objective—four-year bachelor's degree; two-year associate degree; or one-year certificate program. Admission is granted to Fairmont State College for bachelor degree programs and to the Fairmont State Community College Component for associate degree and certificate programs.

Admission to Fairmont State College does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and space available for practical experience training. The standards and procedures for admission to limited enrollment programs are presented later in this section.

Associate Degree and Certificate Programs

Admission to associate degree and certificate programs is open to all graduates of approved high schools.

Bachelor Degree Programs

Admission to four-year bachelor degree programs is restricted to graduates of approved high schools who have a 2.0 or "C" high school grade average or at least a composite score of 14 on the American College Test (ACT).

Students in associate degree or certificate programs who have a 2.0 or "C" high school average or at least a composite score of 14 on the American College Test (ACT) may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who do not meet the minimum requirements for admission to bachelor degree programs may qualify for transfer to a bachelor degree program upon completion of 30 semester hours, 15 of which must be in general studies, with a 2.0 grade point average. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. This application for transfer to the bachelor degree program must be submitted to and approved by the Admissions Office.

Admission as Special Students (Nonmatriculant)

Admission to Fairmont State College as a special or nonmatriculant student is open to anyone who has completed fewer than 15 semester hours cumulative at any college or university. Admission as a special or nonmatriculant student is intended for students registering for occasional college courses with no degree objective. Students admitted as special or nonmatriculant students may complete up to a cumulative total of 15 hours of college credit. A student who has completed 15 hours of regular college credit is required to apply for admission to Fairmont State College for further study and at that point meet all the requirements for admission for a specific degree or certificate objective.

Transient students from other colleges and universities will be admitted as special or nonmatriculant students upon receipt of written approval from the Dean or Registrar of their parent institution.

Students who have completed a Baccalaureate Degree from any college or university will be admitted as special or nonmatriculant students upon receipt of written certification of degree from the granting institution.

High School Students

Outstanding high school students may be admitted either in the summer following completion of their junior year in high school or during their senior year in high school if they meet the following criteria:

1. Have completed the junior year of the curriculum of their high school.
2. Have a B-plus, or better, average on high school subjects.
3. Have the recommendation of the high school principal.
4. File an application for admission.
5. Pay regular college fees.

Special Admission for High School Nongraduates

Students who are not high school graduates may be admitted to Fairmont State College by passing the General Educational Development (GED) Tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for examination. GED results must be sent directly to the Director of Admissions from the testing center.

International Students

An international student's application and admissions credentials, academic records, TOEFL scores, health certificate and proof of financial support must be on file three months before the semester begins. The fall deadline is June 1; spring deadline, October 1; and summer deadline, March 1.

In addition to the previously listed admission requirements, an international student

must demonstrate proficiency in written and spoken English. Such proficiency can be established by scoring at least 500 on the Test of English as a Foreign Language administered by the Education Testing Service of Princeton, New Jersey. The ACT must be taken on arrival at the campus.

Transfer Students

Any applicant for admission to Fairmont State College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. To be admitted as transfer students, students must meet the admission requirements of Fairmont State College, must provide evidence that they are in good standing at the institution last attended, and ordinarily must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the West Virginia Board of Regents shall be transferable to Fairmont State College and will be counted for purposes of graduation, grade average, and honors. The transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring fewer than 30 hours must provide an official copy of the high school transcript and ACT scores, along with the official college transcript. These students must also meet admission requirements of the program into which they are transferring.

Board of Regents Bachelor of Arts Degree

A student is admitted to the Regents Bachelor of Arts Degree Program by submitting the state-wide undergraduate application form to Fairmont State College. Admission to this degree program does not provide for automatic admission to other programs at Fairmont State College. Any student under the Regents degree program must reapply and meet all admission requirements when changing from the Regents Bachelor of Arts Degree objective to any other degree objective at Fairmont State College.

Required Forms and Credentials

All students applying for admission to Fairmont State College degree programs are required to complete and submit the following forms and credentials:

1. Regular student application form
2. Housing and financial aid request forms if applicable
3. High school transcript (except transfer students having more than 30 hours and a 2.0 average)
4. College transcripts for transfer students
5. ACT scores
6. GED scores where applicable
7. A brief resume of educational and work experience if the student has been out of high school for more than a year

Special student admission requires only the special student application form.

Admission Policy for Limited Enrollment Programs (Division of Health Careers)

Applications for admission to programs in Allied Health and Nursing are accepted through December for the following school year. The application, high school transcript

or GED scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and submitted to the appropriate selection committee for consideration. Decisions are normally made by March 1. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Normally a high school senior should have a 3.3 grade point average to be accepted into the program. (Strong math and science background is highly recommended.) However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work. Students with a college grade average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with the GED must still show adequate academic background and ACT scores.

Students who have not had a high school chemistry class are required to take a basic introductory class in college chemistry.

In addition, an equivalent of a high school typing class, which is defined as 35 words per minute with three to five errors maximum in a five-minute period, is required for admission to the Veterinary Assistant Technology program.

Admission Policy for All Teacher Education Programs

Admission to teacher education programs requires that students have a minimum composite score of 16 on the ACT or have demonstrated an acceptable level of proficiency in the Basic Skills—Reading, English and Mathematics—as determined by the Division of Education. While students are permitted to take education courses as freshmen, formal admission to teacher education is not initiated until the students' sophomore year. Consequently, freshmen who are interested in teacher education but who do not possess the minimum ACT score should plan to re-take the ACT test or prepare to demonstrate their proficiency in the Basic Skill areas mentioned above. Details related to demonstrating Basic Skill proficiencies are available in the Office of the Dean of Teacher Education. In addition a Health Certificate, completed by the students' personal physician, is required and must be submitted during the initial education course. The Health Certificate is a prerequisite for all off-campus laboratory experiences in the surrounding public schools.

Continuing Education Units

Various activities of the community interest nature are provided by the College with recognition as Continuing Education Units (CEU). Permanent records of CEU completions are kept in the Registrar's Office. CEU credit is not accepted toward completion of degree requirements.

The American College Test

Fairmont State College requires the American College Test (ACT) of all degree objective and certificate applicants for admissions. Scores on this test are used in placing students in English and Mathematics, for applicants for scholarships and loans, and in the academic counseling program. High school students are urged to take the test during their senior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshman students who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Physical Examination

Physical examinations are not required for admission to Fairmont State College, but *students pursuing a degree in teacher education are required to have a physical examination by their personal physician.* Physical examination forms will be sent to the students to permit sufficient time for their completing the physical examinations before reporting for the fall semester. Students should submit forms directly to the Division of Education.

All Allied Health students must have a physical examination prior to entering any Allied Health program; forms should be submitted to Student Affairs.

Pre-registration

All freshmen and transfer students, upon receipt of complete application and admission, may pre-register during the summer preceding fall enrollment.

Registration

Each incoming freshman and transfer student must file an official transcript with the Director of Admissions at least two weeks prior to registration day.

At the beginning of each semester or term, all students are expected to complete registration on the days designated for this purpose. While all students are expected to register on time, late registration periods are permitted within prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Credit From a Junior or Community College

The maximum credit accepted from a Junior or Community College accredited by the North Central Association of College and Secondary Schools or other regional accrediting association will not exceed 72 semester hours. No more than 64 senior hours may be accepted from junior or community colleges which are not regionally accredited.

Nonresident or Off-Campus Credit

One hundred (100) semester hours of the 128 required for graduation shall be completed in regularly scheduled Fairmont State College courses. The 28 hours of permissible nonresidence courses may be earned by extension, home study (correspondence), radio, television, special examination and/or military service. Credit earned in home study will be accepted only when earned in a regionally approved college. CLEP or ROTC credit are excluded from the above limitation.

Auditors

Students who are registered at Fairmont State College may be permitted to attend classes as auditors if they obtain written permission of their adviser and of the instructors

in the classes they want to audit. No person who enrolls in any class as an auditor may in the same semester be considered as enrolled in this class for the purpose of obtaining credit. In no case whatsoever will auditing be regarded as a factor in obtaining credit.

Other persons, even if not registered students, may attend classes as auditors upon securing permission from the Registrar and from the instructors involved and upon payment of the regular fee. Auditors are required to complete the regular registration forms.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the College or must have completed one semester or summer session in Fairmont State College. Applicants must first schedule an interview with the division head or department representative who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission for taking the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W" or "WP."

Applicants must pay a fee of $3.00 for each special examination if regularly enrolled at the time of taking the examination; otherwise, the fee is $2.50 per semester hour of credit to be received. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

College Level Examination Program (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program. General examinations are offered in five basic areas: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences-History. In addition, subject examinations are given in many specific fields of study. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations, and procedures for applying for examinations is available in Student Affairs.

Academic Credit for Military Service

Students with at least one year of military service may be granted a maximum of four semester hours credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on high school record and performance on the ACT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English—Students may receive three hours of college credit in English 104 and may enroll in English 108 if they present four units of high school English with no semester grade of less than B and a standard score of 22 or higher on the English part of the ACT.

Foreign Language—Students who present one or more units of high school French, German or Spanish may enroll in French 102, German 102 or Spanish 102. Students who present two or more units of high school French, German or Spanish may enroll in French 201, German 201 or Spanish 201.

1. French, German or Spanish minor—Students electing a minor in French, German or Spanish may satisfy the elementary level requirement, French 101 and 102, German 101 and 102 or Spanish 101 and 102, by presenting two or more units of high school French, German or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the minor.

2. French major or teaching field—Only candidates for a B.A. or B.A. in Education Degree who complete the requirements for a major or teaching field in French and who present two or more units of high school French may be granted and have recorded on their permanent record six hours of college credit for French 101 and 102.

The Summer Session

Fairmont State College offers a ten-week summer session each summer. This session is made up of two terms of five weeks each. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates, or in preprofessional courses, should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, West Virginia 26554.

Evening Classes

Evening classes are operated for the benefit of all students. These classes are considered as work done in residence.

Television Courses

When possible, courses by television are offered, frequently for degree or certificate credit. Such courses usually require some main campus attendance as prescribed by the instructor.

Off-Campus Classes

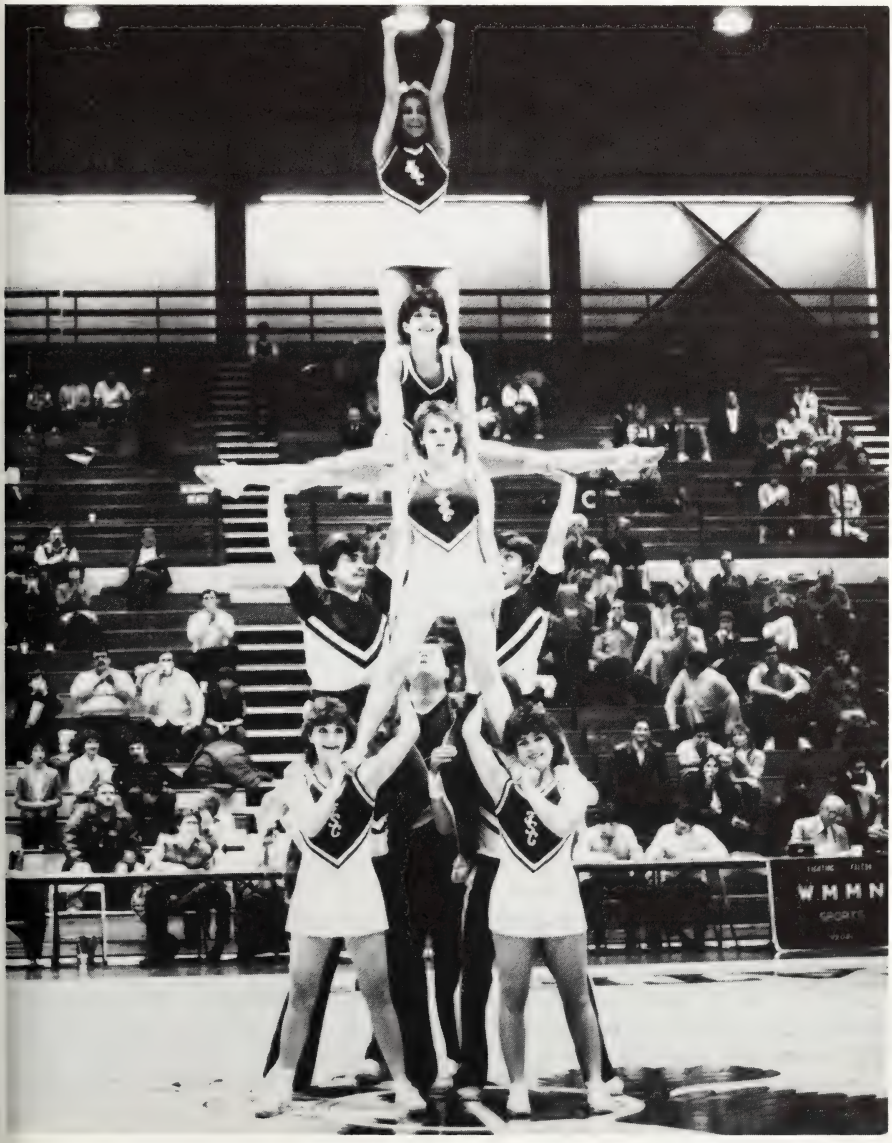
Upon request, and when it is possible to provide suitable staff, Fairmont State College will offer off-campus courses to interested groups in the region of the State it serves. Ordinarily, an enrollment of ten or more persons is necessary before any off-campus courses may be offered. For additional information, see the Community College section of this catalog.

Preparatory Art, Music, and Drama Programs

Art, music, and drama classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Information may be obtained by contacting the Fine Arts Division office. College credit is not awarded for these courses.

Reduced Tuition Out-of-State Academic Programs Available To West Virginia Residents

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Director of Admissions or the West Virginia Board of Regents.



Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the nonresident fees for each session theretofore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of resignation must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of minors shall follow that of the parents all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residences, minors take the residence of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or State income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Military

Individuals who are on active military service or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees provided that they established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and have at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the State.

Aliens

Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals. The decision of the President of the institution may be appealed in writing with supporting documentation to the West Virginia Board of Regents in accord with such procedures as may be prescribed from time to time by the Board.

Payment of Tuition and Fees

The regulations of the West Virginia Board of Regents provides that: "No financial credit of any type shall be extended to any individual, either student or other, at any State college or institution. All colleges and institutions shall operate strictly on a cash basis with all payments and obligations being collected in advance. All tuition and fees must be collected in full for each semester on enrollment day for each semester."

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment charge of $15 will be assessed after registration day; a $10 charge will be assessed on each check returned for "insufficient funds" unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Student records will not be released by the Registrar's Office for any student who has a delinquent financial obligation to the College.

Enrollment Fees Per Semester

On-Campus

	W.Va. Resident	Non-Resident
12 hours (or more, full-time students)	$400.00	$1,100.00
11 hours	371.00	1,019.00
10 hours	348.00	937.00
9 hours	324.00	855.00
8 hours	301.00	772.00
7 hours	278.00	690.00
6 hours	163.00	516.00
5 hours	139.00	434.00
4 hours	116.00	352.00
3 hours	93.00	269.00
2 hours	70.00	187.00
1 hour	46.00	105.00

All freshmen must pay a $1.50 Freshman Orientation Fee—August term only. All new students—freshmen or transfers—must pay a $4.00 Service Charge to set up a schedule. Students are entitled to activities and athletic functions if enrolled for 7 hours or more.

Fee Identification

	W.Va. Resident	Non-Resident
Tuition (BOR Capital Fund)	$100.00	$ 350.00
Faculty Improvement Fee	15.00	50.00
Registration Fee (BOR Capital Fund)	50.00	250.00
Higher Ed. Resources (Operating Fund)	120.00	335.00
Athletic Fee	32.00	32.00
Student Union Fee	24.00	24.00
Student Activity Fee*	59.00	59.00
Total	$400.00	$1,100.00

*Supports Student Government, Student Publications, I.D. Cards, Testing, Student Programs, Masquers and Forensics, Band, Choral, Intramurals, Debate, and Student Center Activities; this also includes health and safety fees.

Off-Campus

Total hours must be taken off-campus to qualify for off-campus fees. If a class is taken on-campus, then all hours will be charged at the on-campus rate.

	W.Va. Resident	Non-Resident
12 hours (or more, full-time students)	$285.00	$985.00
11 hours	256.00	904.00
10 hours	233.00	822.00
9 hours	209.00	740.00
8 hours	186.00	657.00
7 hours	163.00	575.00
6 hours	140.00	493.00

5 hours	116.00	411.00
4 hours	93.00	329.00
3 hours	70.00	246.00
2 hours	47.00	164.00
1 hour	23.00	82.00

Cost of Each Summer Session

	W.Va. Resident	Non-Resident
12 hours or more	$316.00	$1,001.00
11 hours	286.00	923.00
10 hours	264.00	843.00
9 hours	241.00	763.00
8 hours	219.00	682.00
7 hours	197.00	602.00
6 hours	166.00	513.00
5 hours	143.00	433.00
4 hours	121.00	353.00
3 hours	99.00	272.00
2 hours	77.00	192.00
1 hour	54.00	112.00

Special Fees

Late Registration Fee: (One to five days)	$15.00
Graduation Fee (Inc. cap and gown)	20.00
Freshman Orientation Fee	1.50
Transcript Fee (First Transcript is furnished free)	3.00
Special Examinations for course credit (Regularly enrolled students)	3.00
Special Examinations for course credit (Non-enrolled students) per semester hour	2.50

*The term "resident" refers to classification for fee purposes only.

Refund Policy for Tuition and Fees

A student who withdraws regularly from the college may arrange for a refund of fees in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Freshman Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. *Classes may not be added or changed at this time.*

Summer registration—Students will be permitted to pre-register and pay in advance or to register and pay fees on registration day. *Classes may be dropped but not added or changed at this time.*

Semester

During first and second weeks (beginning with Registration Day) 90%
During third and fourth weeks 70%
During fifth and sixth weeks 50%
Beginning with seventh week No Refund

A Summer Term

Registration Day through the first three days of classes 90%
Fourth through sixth day of classes 70%
Seventh through ninth day of classes 50%
Beginning with tenth day of classes No Refund

Residence Hall Expenses Per Semester

Rent:

Morrow, Prichard, Pence Halls$500.00 plus tax

Food Service:

All residents of Morrow, Prichard, and Pence Halls are required to purchase a meal ticket for use in the College Dining Hall$600.00 plus tax

Board (20 meal plan) one-half semester—
Off-campus Residents Only$300.00 plus tax

Summer School Room and Food Service (1981):

*Food Service for five weeks$175.00 plus tax
*Room double occupancy for five weeks$140.00 plus tax
*Room single occupancy for five weeks$150.00 plus tax

*Food service available contingent upon number of residents.

Breakage Fee:

This fee, less charge for any damage, is returned at the end of occupancy period$50.00

Key Deposit:

This is returned when the student vacates the residence hall room and returns the key to the Residence Director$2.00

Social Fee:

The fee is to be paid when a student moves into a residence hall. It covers the cost of the local newspaper, TV Guide, television cable, Christmas party, and various other expenses of the hall$5.00

All rates are subject to change without notice.

Payment of Room and Board

Regular term payment of room and board plus tax and a fifty dollar breakage fee must be paid on or before registration day. Summer term payment of room and board plus tax and a breakage fee for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay an $80.00 deposit at the time the application is filed with the College. (This amount is subject to change at any time.) The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Student Affairs.

Notice of cancellation of room reservations must be received by the Office of Student Affairs by June 15. Otherwise the total amount of $80.00 will be forfeited. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to dates.)

Not more than ten percent of available living space in any campus residence hall may be assigned to out-of-state students.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment is available to worthy students who need assistance in meeting their college expenses. All funds are administered by the financial aid officer with approval of the Financial Aid Committee. Applications for financial aid should be sent to Student Affairs, Financial Aid, Fairmont State College, Fairmont, West Virginia 26554.

Philosophy

1. Fairmont State College's primary purpose in awarding financial aid is to assist those students who without such aid could not attend.
2. It is the position of the College that parents have the first obligation to provide for the education of their sons or daughters. The second obligation falls upon the students (and their spouses where applicable) to contribute to their own education from personal earnings and assets, including appropriate borrowing against future earnings.
3. Within its available resources, the College attempts to meet the financial needs of its students. A student's financial need is determined by subtracting the parent and/or student's contribution from the total cost of attendance. The total financial aid awarded a student shall not exceed the college budget.

Grants Available

Supplemental Educational Opportunity Grant (SEOG)

This program provides monetary grants from the Federal Government for those students who demonstrate the most financial need as determined by completion of the Financial Aid Form (FAF). Eligible students must be enrolled at least on a half-time basis.

Pell Grant

This program provides monetary grants from the Federal Government for students who qualify as determined by submitting a Financial Aid Form (FAF) or other applications approved by the Office of Education. Eligible students must be enrolled at least on a half-time basis. Eligible applicants receive three copies of an award letter (SAR) directly from the Pell Grant program and must submit these copies to the Financial Aid Office before monies can be ordered.

Scholarships and Awards

Fairmont Undergraduate Scholarship (FUS)

This scholarship provides for partial tuition and fee waiver and is awarded on the basis of one of the following criteria: (1) financial need, (2) general academic ability, (3) recommendation by an academic division for demonstrated ability in a major field of study, and (4) athletic ability. Full-time enrollment and a cumulative grade point average of 2.00 or better are required.

West Virginia Higher Education Grant (WVHEG)

The West Virginia Board of Regents awards this scholarship. Criteria for awarding include cumulative grade point average (ACT scores for incoming freshmen) completion of 24 or more hours per academic year, and demonstrated need (submission of a FAF to the Board). In addition to the FAF, applicants must submit a WVHEG Application which is available through the high school counselor, awareness counselor or the College Financial Aid Officer.

Fine Arts Scholarships

Students majoring in art, music, speech communication and theatre are eligible for these scholarships, which are awarded on a competitive basis. Details may be obtained by contacting the Division of Fine Arts.

Foundation Academic Scholarship (FAS)

Recipients of this scholarship receive funding for the freshmen year only by the Fairmont State College Foundation and are selected on the basis of outstanding academic performance in high school and recommendation of college academic divisions. Interested applicants should contact with the head of the division of their major field. Full-time enrollment is required.

FSC Foundation Scholarship

The Fairmont State College Foundation funds this scholarship for National Merit finalists. The scholarship is awarded for a total of eight semesters if the recipient maintains full-time enrollment with a grade point average of 2.00 or better.

Lettermen's Athletic Scholarship (LAS)

Deserving participants in varsity athletics are eligible for this award.

Nursing Scholarship (NS)

Recipients of this scholarship, which is funded by the Federal Government, must be full-time students in the nursing program. Documentation of exceptional financial need, as determined by the FAF, must be provided.

The Barbara Clinton Cort Award

A student, or students, demonstrating outstanding talent and commitment to the performance areas of speech communication and/or theatre are eligible for this award. Applications must be made to the coordinator of the Department of Speech Communication and Theatre by March 1 of each year. The department faculty selects the recipient(s).

Mary B. Jaynes Scholarship

This scholarship is awarded to a full-time student who has completed at least 90 semester hours of credit and is majoring in some four-year field of study offered by the Division of Commerce. The award is based on academic performance, financial need, extracurricular activities, and personal character.

John C. Shaw Scholarship

West Virginia residents who demonstrate financial need and whose health, intelligence, character, and habits show promise of commendable careers are eligible for this scholarship.

Stella E. Morgan Scholarship

This scholarship is awarded to deserving students in the field of English. Selection of recipients is made by the division head.

Richard P. Wellock Award

The award is a music department scholarship which is presented by the FSC Student Chapter of Music Education National Conference. The possibility exists for additional scholarship awards in the Fine Arts Division. Screening or auditions for these awards are generally held in the spring semester. The division head should be contacted for additional information.

Student Employment

College Work Study Program (CWSP)

Funds for this program are made available from the Federal Government. Eligibility is based on the completion of the FAF or other applications approved by the Office of Education. Students are assigned work on campus not to exceed fifteen (15) hours per week while classes are in session. Forty hours per week may be scheduled during semester breaks. Work assignments are made by the student employment director in the Office of Student Affairs. At least half-time enrollment is required.

Regular Student Employment (RSE)

State funds are used for these positions and are limited. Applicants should contact the director of student employment in the Office of Student Affairs.

Loans Available

National Direct Student Loan (NDSL)

Subject to the limitation of funds available, students may borrow up to $1,500 a year with a maximum of $5,000 toward the first bachelor's degree. Funds are provided by the Federal Government (90 percent) and Fairmont State College (10 percent). Repayment with an interest rate of 5 percent begins six (6) months after graduation or termination of schooling. Eligibility is determined by completion of an FAF or other applications approved by the Office of Education. At least half-time enrollment is required.

Nursing Loans (NL)

Funds for this loan are provided by the Federal Government and are limited to students enrolled in the Nursing Program. The interest rate and repayment follow guidelines summarized under the NDSL above. Full-time enrollment is required. Eligibility is based on the completion of the FAF.

Guaranteed Student Loan (GSL)

This is an educational loan made by banks or State lending authorities. Application forms for the West Virginia program (HEAF) may be obtained from a lending institution or the College Financial Aid Office. Other state loan program applications can be obtained from the appropriate authority or lending institution.

Fairmont State College Foundation Emergency Loan

This program provides a short-term loan against financial aid administered by the Financial Aid Office for the purpose of paying tuition, fees, and immediate living expenses, or the purchase of books and supplies. Loans must be repaid within 120 days or the end of the semester, whichever comes first. Interest is $2 or 2 percent, whichever is greater. Regardless of age, the note must be co-signed by a parent or relative. NOTE: This is not a loan in the usual sense of the word. It is provided only for students whose financial aid for some reason has not reached the campus at the time tuition and other payments are required.

NOTE: Other conditions, regulations and policies of each of the above aids are available through the Financial Aid Office.

Procedures for Obtaining Aid

1. Students must complete and submit an application for admission to the Fairmont State College Admissions Office (new students only).
2. For first consideration for grants, scholarships and aid based on need, students must complete and submit a Fairmont State College Financial Aid Application to the Financial Aid Office by April 15. Applications must be renewed annually.
3. For first consideration of aid based on need, students must complete and submit a Financial Aid Form (FAF) or other applications approved by the Office of Education to the appropriate agency or agencies by March 1. The application must be resubmitted annually.

Satisfactory Academic Progress for Federal Financial Aid

At Fairmont State College, satisfactory academic progress for all federal financial aid shall be linked to the academic probation policy and to hours completed compared to hours attempted. Programs include: Pell Grant (Basic Education Opportunity Grant), Supplemental Education Opportunity Grant, College Work-Study Program, Federal Nursing Scholarship, National Direct Student Loan, Nursing Student Loan, Guaranteed Student Loan, and the State Student Incentive Grant Program (West Virginia Higher Education Grant). When students are placed on academic probation in December or May, or it is noted that overall hours completed are less than 75% of overall hours attempted, (they shall be placed on financial aid probation for subsequent term and notified that, if by the end of the subsequent term the probationary status or hours completed status is still in effect, federal aid as defined above shall be terminated. Eligibility for such aid shall commence the semester students cease to be on academic probation and have completed 75% of overall hours attempted as monies as available.

Veterans' Policies

The following policies and procedures will be conducted by Fairmont State College for the purpose of determining satisfactory progress for all students receiving veterans benefits and the Veterans Administration will be notified under the policy of any veteran not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester when a student receiving veterans benefits is either suspended or placed on academic probation by Fairmont State College. It is the responsibility of the Office of the Assistant to the Academic Vice-President to supply the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. All instructors will be provided with a list of students receiving veterans benefits.
2. A letter to each instructor will accompany the list of veterans requesting that the instructor notify the Veterans Coordinator immediately if any student on the list has absences in their class to the extent that the absences are interfering with satisfactory progress.
3. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from college or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

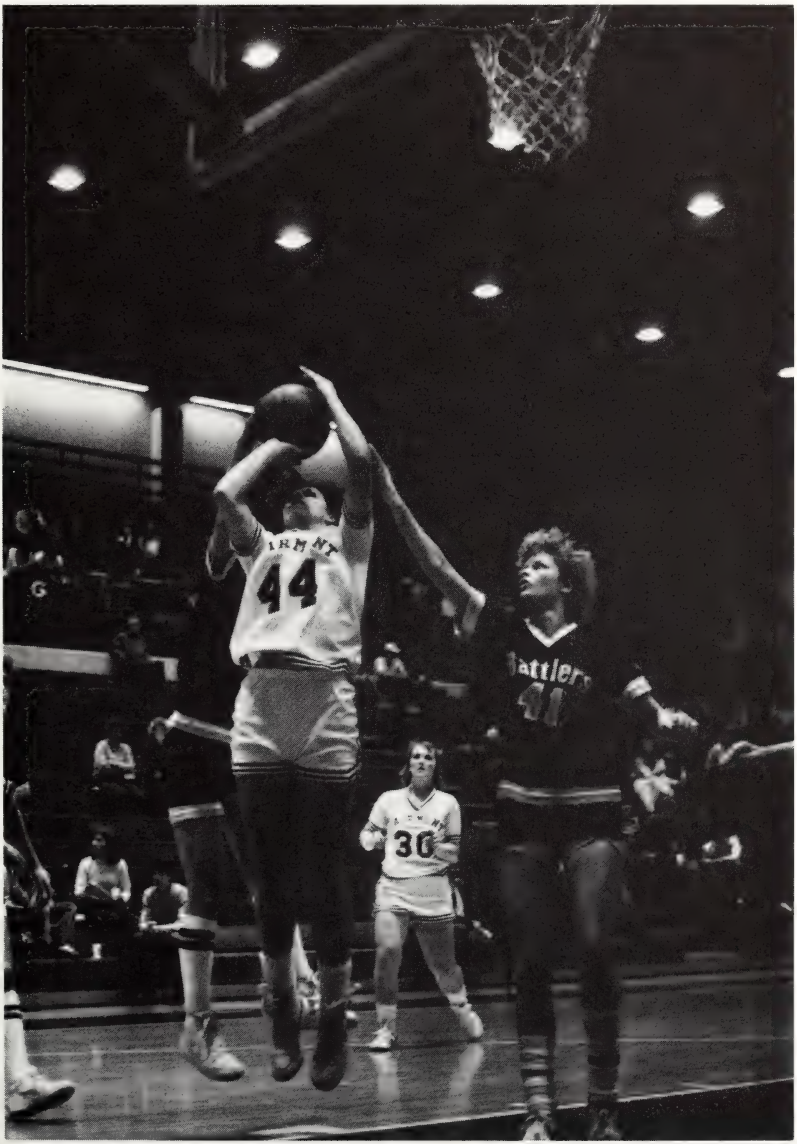
The final grade policy for all courses attempted applies to all students at Fairmont State College, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Fairmont State College Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance indicating lack of satisfactory progress by the student receiving veterans benefits. There will be no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. A copy of the standards for satisfactory progress will be given to each veteran upon admission to Fairmont State College. Veterans will be informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).



Student Affairs

Fairmont State College maintains many services to all students with the objective of assisting each student to adjust to the college environment. The Office of the Vice President for Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of each student. Such responsibilities include: health, counseling, freshman orientation, placement service, student employment, financial aid, student insurance, housing, social organizations, and student government.

As required by Section 504 of the Rehabilitation Act of 1973, faculty and academic administrators are informed through various avenues of communication concerning requirements relating to courses of study, modifications of degree requirements, alternative testing methods, etc., as well as the process for rescheduling classes to accommodate students with mobility impairments. The institutional contact person for the handicapped is located in Student Affairs.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students.

American College Testing Program (ACT)

All entering Freshmen are required to take this test. Registration for classes contingent upon its completion.

College Level Examination Program (CLEP)

Students who wish to obtain credit in specific courses must take this test. It is given the third week of each month. Information and applications are available in Student Affairs.

Graduate Record Examination (GRE)

This test is optional for students graduating with a Bachelor of Arts Degree (non-teaching) or Bachelor of Science Degree who expect to attend graduate school. This should be taken during the Senior year.

National Teachers Examination (NTE)

Students graduating with a Bachelor of Arts Degree in Education are required to take this test. These students must take the examination during the final semester or term of their senior year.

Undergraduate Program Area Tests

Teacher education students must take this test prior to enrollment in Education 302 and upon completion of forty-eight (48) semester hours. It includes tests for the humanities, natural science, and social science.

Housing

Pence Hall is a modern residence hall providing living/learning quarters for 134 men and a full-time residence director. It is located on the hill above the main portion of the campus and commands a splendid view of much of the campus and surrounding area.

Two modern, conveniently located residence halls are available for women. On cam-

pus are two residence halls—Morrow Hall, which was built in 1922 and most recently renovated and refurnished in 1977, and Prichard Hall, which was completed in September, 1964. Morrow Hall provides living/learning quarters for 163 women and a full-time residence director, and Prichard Hall provides living/learning quarters for 150 women and a full-time residence director.

Standards for Residence Hall Life

1. All unmarried freshmen students who do not commute or who do not reside with their families are required to reside in a living-learning center of College housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; and a student may not move or transfer from any residence hall, except to graduate, to withdraw for the remaining part of the academic year, or to marry and live with spouse.
3. Applicants for room reservations must pay an $80 deposit at the time of application; this fee will be credited to the applicant's room rent account. Notice of cancellation of room reservations for the Fall term must be received by Student Affairs Housing by June 15. For the Spring term, cancellation must be received by December 31. Failure to notify this office by the appropriate date will result in the forfeiture of the deposit. There will be no refunds for cancellations for applications which are made after June 15, for Fall; and December 31, for Spring. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to date). No deposit is required to reserve a space for the summer session. A $50 breakage fee shall be deposited at the time of registration; this fee, less any damages, will be returned at the time of withdrawal from the residence hall.
4. All applicants for rooms and their parents or guardians are responsible for being familiar with the requirements for dress, the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in the *Student Handbook*.
5. The College reserves the right to limit to a certain class (freshmen) the residence hall rooms under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls under the control of the College.
7. Students who live in Pence, Morrow, or Prichard Hall must purchase a meal ticket for the Dining Hall. No evening meal will be served in the Dining Hall on Sunday.
8. A student who is absent from a residence hall for seven or more consecutive days will not be charged for meals, provided that the Food Service Director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence during a term or semester, or to students withdrawing during a term or semester.

 An exception to the no-refund policy for room rent will be made and a refund granted if the following conditions are met:

 1. In the case of male students, Pence Hall must be 100 percent occupied and in the case of female students, both Morrow and Prichard hall must be 100 percent occupied.
 2. There must be available an alternate student to occupy the vacancy. The alternate student must pay the room rental and occupy a place in the residence hall bringing the occupancy back to 100 percent before the refund will be granted.
 3. The refund will only represent that percentage of the total which is remaining within the semester based on the day official notice was given to vacate.
9. Room rental must be paid in full for a semester on or before registration day and a meal ticket for a semester must be paid on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.

11. In cases where a preponderance of circumstantial evidence of stealing exists, the student's room will be searched in accordance with the *Student Handbook.*
12. Any residence hall students who are suspended or expelled from Fairmont State College for disciplinary reasons may forfeit their right to any residence hall refund.
13. Students living in residence halls must provide their own twin size mattress pad/cover, sheets, pillow case, towels, and washcloths.

Career Planning and Placement Services

Assistance in career planning is available to all students in the Office of Student Affairs. Career planning involves discovering one's interests, needs, values, aptitudes, abilities and goals; relating these to the world of work; and exploring appropriate major subjects and career fields. A library of occupational information materials is available for use in connection with career exploration.

For the graduating student, opportunities are provided for interviews with on-campus representatives of business, industry, branches of government, including the military services and education agencies. Other services include seminars dealing with job-interviewing skills, resume writing, career goals and objectives; job-placement class; direct job referrals made to registrants; credential files maintained and mailed upon request; company literature available; and an extensive job-placement employment library maintained.

The facilities and services of the Career Planning and Placement Office are provided for the student from associate through baccalaureate degree levels as well as for alumni services which are available for full-time and part-time employment.

Services for the Handicapped

As required by Section 504 of the Rehabilitation Act of 1973, faculty and academic administrators are informed through various avenues of communication concerning requirements relating to courses of study, modifications of degree requirements, alternative testing methods, etc., as well as the process of rescheduling classes to accommodate students with mobility impairments. Faculty and administrators then inform the handicapped about these requirements. The institutional contact person for the handicapped is located in Student Affairs.

Freshman Orientation

Freshmen arrive on the campus in advance of other students. It is at this time that freshmen become acquainted with the campus, buildings, the academic programs, various student activities, and student welfare in general. After scheduling classes, they become formally registered for their first semester of college work. Throughout the orientation period, freshmen are assisted and guided by trained student counselors, who are sympathetic to the individual problems of students.

Further, a one-hour course, Human Service 100—College Orientation, is offered to entering freshmen. This course orients the student to college life through a thorough explanation of topics such as (1) the advising system, (2) the academic process and regulations, (3) the *College Catalog,* (4) pre-registration and registration, (5) student services, (6) use of the library, (7) how to study, and (8) extracurricular activities.

Foundations Program

The Foundations Program provides testing and instruction in basic skills. Credit courses in writing, reading, and mathematics are offered. Additional services of the program include instruction in speed reading, vocabulary development, study skills, grammar, and spelling. Students wishing the services of the Foundations Program can enroll in Foundations courses or can arrange for tutorial assistance or independent study by contacting the Director of the Program. The Foundations Program Laboratory and offices are located on the third floor of Jaynes Hall.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published *Student Handbook*.

Student Automobile Regulations

Because of the large number of vehicles used by students, traffic on the College campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

Specific reference should be made to the published *Student Handbook*.

Health Service

A physician and a registered nurse are available to examine and advise students in matters pertaining to their health. On school days a registered nurse is available from 8:00 a.m. until 4:00 p.m. and from 5:00 p.m. until 8:00 p.m. in the College clinic in Colebank Building for first aid and for the treatment of minor ailments. The college physician has regular campus office hours.

Group student hospital insurance is available to all full-time students at a very reasonable rate. Each prospective student is mailed information pertaining to this insurance prior to the opening of college in the fall.

Food Service

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Varied menus of reasonably priced foods are available.

Turley Center

The Turley Center is a modern, spacious building centrally located on the campus. It contains the College Bookstore, a snack bar, the ballroom, meeting and recreation rooms and a study lounge.

In the Bookstore, students may purchase all textbooks, stationery, school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages weighed for mailing.

The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students.

A Ballroom and meeting rooms are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

Recreation rooms provide facilities for participation in pocket billiards, ping-pong, chess, backgammon, and checkers. Various tournaments are held each semester under the direction of the student center activities coordinator.

The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious-minded students in their preparation for academic endeavors.

Turley Center hours are as follows: Bookstore, Monday through Friday from 8:00 a.m. to 4:00 p.m.; Recreation Rooms-Study Lounge and Snack Bar, Monday through Thursday from 7:00 a.m. to 10:30 p.m. and on Friday from 7:00 a.m. to 6:00 p.m.

Library Service

The Library occupies the second and third floors of the Library/Learning Resources Center Building. The Library facility features individual study carrels, many of which are equipped for the use of audio-visual materials.

The Library is supportive of the academic programs of the College and therefore acquires a variety of informational resources. Books, journals and audio-visual materials pertaining to all areas of the curriculum are available. Moreover, materials not owned by the Library may be secured through interlibrary loans.

The Library presently contains some 172,000 volumes and subscribes to 700 periodicals. Many books and journals are maintained in microform for which the Library provides appropriate reading facilities. As a selective depository for U.S. government documents, the Library houses a collection of 15,000 government publications. Collections of filmstrips, kits, cassettes, records, slides, transparencies and other media are also housed in the Library. All Library materials are shelved in open stacks and are directly accessible for students and faculty.

The Library fosters its role as an information agency by emphasizing personalized bibliographic and reference services to students and faculty. Trained personnel are always on duty when the Library is open to encourage and assist individuals in their pursuit of information.

Learning Resource Center

The Learning Resource Center occupies the first floor of the Library/Learning Resource Center Building. Coordination, design, and application of educational technology is provided by specialized personnel and facilities. The service includes the design and production of a wide range of audio/visual, graphics, and television learning material, an extensive on-campus equipment repair service, and a 16mm educational film library.

Student Government Organizations

The Student Government Organization is composed of all students regularly enrolled in Fairmont State College. All of its officers are students and all business is conducted by them. Student programs and many other activities are undertaken through this organization. A student activity fee is collected from all students. This fee covers the cost of student activities and entitles the student to attend all athletic contests, major dramatic productions, and other special programs and to copies of the college newspaper and yearbook.

Student Government

All nonacademic activities of the student body are carried on under the direction of the Student Government.

Operating under a liberal constitution, the Student Government plans and schedules a full program of activities. It sets up the rules under which all student organizations operate and is constantly working to improve campus life.

Every segment of the student body is represented in the Government. Members, except freshmen, are elected each spring by the student body and receive special training for their jobs.

The Government is comprised of the president, vice-president, treasurer, secretary, two senators from each class, representatives at large—faculty senate, and a faculty advisor.

The Government meets weekly in the Turley Room of the Student Center. Any student is welcome to attend any or all of the meetings.

Clubs, Honor Societies, and Social Organizations

Fairmont State College students have organized a number of clubs and honorary organizations for the promotion of interest in various subject matter fields, for the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations of this character can be found in *The Student Handbook.*

Religious Interests

Fairmont State College maintains a close relationship with the religious organizations of the city, including the Greater Fairmont Council of Churches. Announcements of services and special programs are posted on a bulletin board in the Administration Building.

Organized groups on campus are the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodist, United Presbyterian, Presbyterian U.S., Christian (Disciples of Christ) and Episcopal Churches as United Ministries in Higher Education, and the Intervarsity Christian Fellowship. Services of ministers are available to the campus at all times through the Associates in Campus Ministry. The Associates serve as the liaison for religious interest with the Administration.

Publications

Student publications, under the direction of the Office of Publications, 121 Library Building, are comprised of the All-American weekly newspaper, *The Columns,* and yearbook, *Mound.* Staff positions are open to all students, who may submit applications the first week of each semester. Forms are available at any of the publications offices, 110, 119, and 120 in Musick Library. Consideration is given to those students who have done acceptable work in Journalism or who have had previous practical experience on publications. Applications are screened by the Publication Board, including editors-in-chief, business managers and Journalism faculty. Staff appointments are made with the approval of the Director of Publications, from whom additional information may be obtained in 121 Musick Library.

Both publications have undergone extensive redesign during the past few semesters to allow student journalists to exhibit more of their writing, photographic, and graphics skills and talents. Consequently, *The Columns* has been awarded an All-American rating from the Associated Collegiate Press for seven consecutive semesters; the *Mound* has received three consecutive first class ratings.

The Columns, named for the eight stately columns at the front of the Administration Building, is financed by student fees and advertising. Published weekly except during examination and vacation periods, it is distributed by noon each Friday through campus news stands located in various campus buildings.

The *Mound,* named for an historic spot on a former campus, is also financed by student fees and advertising. Depicting all phases of campus life through student photography and writing, it is distributed each fall through the student publications business office, 119 Musick Library.

Annually, the William A. Boram Award for Achievement in Journalism is presented to a graduating senior Journalism student who has contributed to the success of both student publications during his or her enrollment. Selection is based on academic excellence and journalistic achievement.

The Office of Student Affairs is responsible for the following publications:

The Student Handbook, compiled annually under the direction of the Student Government, contains valuable information about Fairmont State College and its varied student activities.

The Student Bulletin is posted on the bulletin boards located prominently in each building. This bulletin carries announcements of all student activities. Material for the *Student Bulletin* should be left with the Vice President of Student Affairs by noon Thursday. Bulletins are posted Friday morning for the following week. Students should consult the bulletin boards daily for important announcements.

Music Organizations

The Fairmont State College Marching and Concert Band is a uniformed band which presents concerts in Fairmont and other communities. This organization is open to both men and women.

The musical organizations of Fairmont State College—the Chorus and the Collegiates—provide opportunities for students interested in group singing. These groups present programs at the College assemblies, in neighboring communities, and on the radio. They also give annual public concerts. The Chorus is open to all students, but the "Collegiates" is composed of selected members of the college chorus. Operas are produced annually. The College-Community Symphony Orchestra is open to all students and members of the community.

Students may participate in College ensemble programs including the Stage Band and String, Brass, Woodwind, Vocal Advanced, and Percussion Ensembles.

Forensics (Public Speaking and Debate Activities)

Traditionally Fairmont State College offers varied programs for all students interested in public speaking and debate. Participation in all of these activities is open to any student at Fairmont State College. All activities are under the direction of the Speech Communication and Theatre faculty.

The *Intercollegiate Debate Squad* annually participates in 15 to 25 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, student congress, and group discussion. Locally students have an opportunity to compete with original oratory for cash awards in the M. M. Neely Oratory Contest each spring.

The FSC Chapter of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

Fairmont State College traditionally offers an active theatre program for performer, technician, and theatregoer.

The *Masquers,* since 1923 the student theatrical production organization, present a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to

the public. Membership in Masquers is open to the student body and is earned through participation with the college theatrical productions.

Since 1960 the Masquers' Town and Gown Players have presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and members of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatregoers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at Fairmont State College on a volunteer or credit basis.

The Masquers, Jr., periodically present a play for a children's audience. It is produced in conjunction with Theatre 352, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body.

The Masquers Reader's Theatre provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports

A regular program of intramural sports is sponsored for the benefit of all students. Teams, contests, and various activities are organized for competitive play among the various groups and organizations. At certain times the pool is open for intramural and recreational swimming. Such facilities as the conditioning room are open for individual and group participation under the supervision of staff members who direct the overall program. Individual participation with selected equipment is offered for those interested and concerned with their own development and not with team participation.

The intramural program includes the following activities: flag football, tennis, volleyball, basketball, wrestling, bowling, golf, softball, horseshoes, outdoor track, badminton, swimming, archery, and foul throwing.

Intercollegiate Sports

Fairmont State College sponsors an intercollegiate athletic program in football, basketball, baseball, cross-country, golf, tennis, swimming, and track. There are fine indoor and outdoor facilities and equipment for physical education and recreation. All students are free to participate in any one or more of the intercollegiate sports and in all recreational activities. The intercollegiate athletic program for women includes tennis, basketball, volleyball, swimming, track and cross-country.

Athletic Policy

The program of intercollegiate sports at Fairmont State College is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the faculty.

The general objectives of the intercollegiate sports program at Fairmont State College are to teach young men and women the values of sportsmanship, good physical conditioning, and the disciplinary and social values of organized team play. Specific

values include the training afforded prospective coaches and physical education instructors through participation, and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

The ultimate responsibility for the conduct of the athletic program rests with the President.

The members of the coaching staff are regular members of the faculty and have the same professional status, qualifications, salaries, and tenure as other faculty members.

Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.

The award of scholarships, student loans, and student employment to an athlete is made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.

All athletic funds are handled by the Business Office of the College. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.

An effort is made to compete only with colleges having similar educational and athletic policies.

Fairmont State College is a member of the West Virginia Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics, and athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Awards

At the annual Awards Banquet, recognition is given to students who have displayed outstanding achievements in the various academic disciplines. The top ten outstanding seniors and students elected to Who's Who Among Students in American Colleges and Universities are also recognized.

Alumni

The Alumni Association of Fairmont State College is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, and Fairmont State College.

The history of the Alumni Association goes back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Thursday evening and continue through Saturday and include a parade, dinner banquet, business session and dance. During commencement weekend the class of 50 years ago return to the campus for a day's visit and dinner as guests of the Alumni Association and the College. This group of alumni who graduated 50 years ago or more automatically become members of the Emeritus Club. The unit was formed in 1963.

Information concerning the Alumni Association may be had by writing to the Alumni Secretary, Fairmont State College, Fairmont, West Virginia 26554.

Academic Information

Degrees

The four baccalaureate degrees granted by Fairmont State College are Bachelor of Science, Bachelor of Engineering Technology, Bachelor of Arts, and Bachelor of Arts in Education. For each of these four degrees a minimum of 128 semester hours of credit is required. An Associate of Arts, Associate of Applied Science or Associate of Science degree is also granted upon successful completion of from 60-78 semester hours in the two-year curricula. A Certificate in Applied Science is offered in three areas upon completion of 32-34 semester hours. This college also offers a flexible, nontraditional Regents Bachelor of Arts Degree Program.

Degree Programs

Bachelor of Arts, Bachelor of Science Degrees, and Bachelor of Engineering Technology

	Minimum Semester Hours Required		
	Degree	Major	Minor
Allied Health Administration	B.S.		
Medical Laboratory Technology		135	73
Medical Record Technology		128-130	67
Nursing		137	74
Veterinary Assistant Technology		137	76-77
Art			24
Biology	B.S.	55-57	25
Business Administration	B.S.		
General		51	18
Accounting		51	18
Economics		51	18
Office Administration		52	26
Banking			18
Clerical			21
Electronic Data Processing			19
Insurance			18
Real Estate			18
Retailing			18
Chemistry	B.A.	54	19-20
Chemistry	B.S.	64-67	
Child Care			25
Commercial Design/Graphics			33
Criminal Justice	B.S.	70	24
Engineering Technology	B.E.T.	132	23
Three Degree Areas			
Architecture	Mining	Safety	
Five Areas of "Concentration"			
Civil	Graphic Communication	Mechanical	
Electronics	Manufacturing		
English	B.A.	30	18
English (Business and Technical Writing)			18
Food Service Management			24
French	B.A.	30	24
Geography			18
German			18

Graphics/Fine Arts B.S. 94
Health Science B.S. 58 20
History B.A. 36 24
Home Economics B.S. 39 26
Interdisciplinary Studies B.A.-B.S. 48
Interior Decoration 24
Journalism 16
Journalism (Business and Technical Writing) 18
Library Science 24
Mathematics B.S. 30 21
Mathematics B.A. 30 21
Music 26
Music Merchandising 69
Occupational Health B.S. 101
Philosophy 15
Physical Education B.S. 38 32
Physics 31
Political Science B.A. 30 18
Psychology B.S.
General 37 18
Industrial-Personnel 46
Community Service 52
Psychological Service 18
Radio/TV Communication 22
Recreation Leadership 25
Regents B.A. Degree B.A.
Social Work B.S. 45
Sociology B.S. 30 18
Spanish 18
Speech Communication 25
Theatre 25

Bachelor of Arts in Education

Elementary Education Diversified 1-6 48
Early Education 16
Behavioral Disorders K-12 21
Gifted Education 1-6 21
Mental Retardation K-12 21
Specific Learning Disabilities K-12 21
Subject Specialization 4-8
Art 30
French 20
General Science 31
Home Economics 26
Industrial Arts/Technology 29
Language Arts 23
Mathematics 15
Oral Communications (Speech Communication and Theatre) 26-27
Social Studies 41
Secondary Education
Subject Specialization 7-9
Home Economics 29
Language Arts 28
Social Studies 42

Single Teaching Fields 7-12
Art 38
Behavioral Disorders 21
Biology 46
Business Education, Secretarial 38
Business Education, Principles 39
Chemistry 36
English 37
French 30
General Science 35
Gifted Education 21
Industrial Arts/Technology 44
Journalism 24
Mathematics 33
Mental Retardation 21
Physical Education 37
Physics 33
Oral Communications (Speech Communication and Theatre) 32
Comprehensive Teaching Fields 7-12
Business Education 54
Home Economics, Vocational 42
Industrial Arts/Technology 65-71
Social Studies 57
Secondary or Elementary Education
Subject Specialization K-12
Art 57
Music 59
Physical Education 43
School-Library Media 24

Associate Degrees and Certificate Programs

(Fairmont Community College—A component of Fairmont State College)

	Degree Offered	Minimum Semester Hours Required
General Studies	A.A.	64
Allied Health Technology		
Emergency Medical Service (one-year certificate in applied science)		38
Medical Laboratory	A.A.S.	73
Medical Record	A.A.S.	67
Nursing	A.S.	74
Veterinary Assistant	A.A.S.	76-77
Business Technology		
Accounting	A.S.	64
Business	A.A.S.	
Banking		66
General		64
Insurance		63
Real Estate		63
Child Care	A.A.S.	68
Clerical	A.S.	64
Clerical (one-year certificate in applied science)		32

Criminal Justice A.A.S. 68
Electronic Data Processing A.S. 64
Food Service Management A.A.S. 64
Interior Decoration A.A.S. 64
Music Merchandising A.A.S. 69
Psychological Service A.A.S. 64
Radio/TV Communication A.A.S. 64
Retail Management A.A.S. 64
Secretarial (Executive, General
Legal, Medical) A.S. 64
Secretarial (one-year certificate
in applied science) 32
Social Service Technology A.A.S. 64
Engineering Technology (Concentrations)
Architecture A.S. 67
Civil A.S. 67
Commercial Design/Graphics A.A.S. 65
Drafting/Design A.A.S. 68
Electronics A.S. 68
Graphic Communication A.S. 67
Manufacturing A.S. 68
Mechanical A.S. 67
Mining A.S. 69
Safety A.A.S. 68

Grading System

The following system of grading is used within the institution:

A—Superior, given only to students for exceptional performance.

B—Good, given for performance distinctly above the average in quality.

C—Average, given for performance of average quality.

D—Lowest passing grade for performance of poor quality.

F—Failure. Course must be repeated if credit is to be received.

FIW—Failure because of irregular withdrawal.

I—A temporary mark, given only when students have completed most of the course, but are unable to conclude it *because of illness or some other unavoidable circumstance.* Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate division chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor *must* submit a final grade.

W—Withdrew.

WF—Withdrew Failing, withdrawal from college only.

WP—Withdrew Passing, withdrawal from college only.

CR—Credit. Does not affect quality points.

NC—No Credit. Does not affect quality points.

P—Pass, Successful Completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points.

Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State College. Quality points for grades A, B, C, D, are computed as follows:

A—Four (4) quality points for each semester hour of credit.

B—Three (3) quality points for each semester hour of credit.

C—Two (2) quality points for each semester hour of credit.

D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality points by the number of credit hours scheduled. No quality points are attached to grades F, FIW, and WF, but the credit hours for the courses in which these grades are received will be used in computing grade averages.

In order to be graduated, candidates for degrees must have maintained a quality point average of 2.00 or better in all college courses and in all credit earned at FSC. An average of 2.00 must also be maintained in the major and minor fields of study. **If students are in teacher education, they must attain an average of 2.20 in each teaching field and/or subject specialization.**

All variations from prescribed programs must be approved by the division head in the major/minor field before students can qualify for graduation.

It is the students' responsibility to keep informed of their quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency of quality points in this institution.

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may elect one course per semester on a credit-no credit basis, such courses to be considered as part of the regularly scheduled load. A maximum of 15 semester hours may be completed under this option.

Courses selected must not be included in the general studies requirements, must not be in the student's major or minor or related courses for nonteachers, must not be in 7-12, 1-12, 7-9, 1-9, the diversified field, and professional education for teacher education students.

Credit-no credit earned under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic adviser and may not be changed after the close of the registration period.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as sophomores.

Students who have completed 58 hours but not more than 89 hours of college work are classified as juniors.

Students who have completed 90 hours or more of college work are classified as seniors.

Numbering of Courses

Courses for freshmen (100 series) and sophomores (200 series) constitute the lower level of curriculum. Courses numbered 300-499 are primarily for juniors and seniors. All General Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of General Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the Registrar for permission to carry more than 18 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Late Registration Fees: See schedule of fees in the *College Catalog* for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the College is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, there is a period, normally one week, when students may drop and/or add classes. Students who have pre-registered are not permitted to make changes during summer pre-registration or on registration day but must wait until this period begins.

Withdrawal from College: Students must apply at the Registrar's office to withdraw from college. Forms completed with the proper signatures and returned to the Registrar's office will constitute an official withdrawal. On the final grade report to the Registrar, instructors will record a "W" for students who withdraw through the end of the second academic week following midterm. If the official drop notice is issued after this period, the instructor will record either "WP" or "WF" at the conclusion of the semester. Students who fail to follow this procedure will have "FIW's" recorded.

Withdrawal from Class: During the period ending with the second academic week following midterm of a semester, students may drop one or more classes with "W" being recorded. The "WP-WF" grade will be used for students to withdraw from individual courses up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week.

Repeating a Course: Prior to the receipt of a baccalaureate degree, students may repeat a course in which they earned a grade of D or F if the course was taken no later than the semester or summer term during which they attempted the sixtieth semester hour. The original grade will not be deleted from the student's record; however, the original grade will be disregarded and the grade earned on the first repeat will be used in determining grade point average. Grades for courses repeated more than once or repeats of courses attempted in semesters or summer terms following the one in which the sixtieth hour was attempted will be used in determining grade point average. *Students may not repeat a course in which they earned a C or better.* Students who began college study prior to 1968 and transfer students should contact the Office of the Registrar to ensure coverage of this regulation.

Minimum Residence Requirements for Graduation: For a degree, at least one year's work in residence is required, and one semester of it must be in the senior year. A "year of residence" must represent not less than 32 hours credit, and a semester is defined as a minimum of 16 hours credit. Exception is made in the case of students who have completed three years of required work at Fairmont State College and who decide to complete the senior year by substituting approved credit earned subsequently in a college of medicine or dentistry.

For an associate degree at least one semester's work in residence is required. For the certificate degree at least eight semester hours' work in residence is required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the College absence policies which are to be found in the published *Student Handbook*.

Advising System

Students are assigned academic advisers when they first enroll at the College. If students desire to change their major fields of study, they should contact the Assistant to the Vice President for Academic Affairs for reassignment. Students who are not ready to select a major upon entrance will be assigned to special advisers. It is to the academic adviser that students should take problems relating to degree requirements, pre-registration, and registration.

Grade Reports

The grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisers are provided complete grade reports at each reporting period. Students receive grade reports at midsemester and at the end of the semester. Midterm grade reports are not made during summer school.

Academic Probation

1. Students whose cumulative records indicate at least twenty hours attempted and a quality point deficit of ten or more are automatically placed on probation. Students on probation may take a full-time course load.
2. Students who are not suspended (see "Suspension" regulations below) are removed from probation only after they remove the quality point deficiency and achieve an overall grade point average of 2.0 or better.

Academic Suspension

1. The suspension list, which is compiled annually at the conclusion of the spring semester, applies only to those students who have attempted at least 58 hours and who have a quality point deficiency of at least twenty or more.
2. Suspension is for one semester. Students who attend summer school and reduce their deficiency to nineteen or fewer quality points shall be permitted to register as full-time students in the fall.
3. During the semester of suspension, students are permitted to take a maximum of seven credit hours.

4. After the one-semester suspension period, students may apply for full-time readmission. Readmitted students or transfer students admitted on probation may continue as long as they incur no additional quality point deficit.
5. Three suspensions from any institution(s) of higher education are final.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this college. The written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the fall term. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Assistant to the Vice President for Academic Affairs or the Chairperson of the Admissions and Credits Committee.

English Performance Evaluation

All students who are candidates for baccalaureate degrees must attain a grade of C or above in English 108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.2 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with a bachelor's degree who have achieved special distinction in academic work are graduated with honors. Honors are determined by the cumulative quality point average of a student's work at graduation. Three grades of honors are recognized: **cum laude** for a point average of 3.2 to 3.49; **magna cum laude** for a point average of 3.50 to 3.74; and **summa cum laude** for a point average of 3.75 or better. Averages are based upon the entire academic record of the student. Candidates for graduation with an associate degree who maintain a grade point average of 3.2 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the published *Student Handbook* concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State College are entitled to one official transcript of their record free; for each additional copy a fee of three dollars ($3.00) will be charged. Students who fail to meet their financial obligations to the College, or to any department of the College, will not be given transcripts.

An application for a transcript of credit should furnish the date of last attendance at

Fairmont State College, social security number; a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

U.S. Air Force Reserve Officers Training Corps

Air Force ROTC is designed to provide training that will develop leadership abilities, managerial skills, and interpersonal attitudes vital to the professional Air Force officer. It is designed to qualify for commissioning those college men and women who desire to serve in the United States Air Force.

The course is open to FSC students who meet all eligibility criteria and complete a six-week field training experience at an Air Force Base during the summer between the sophomore and junior years. This summer training is paid for by the Air Force. Questions concerning application requirements and eligibility should be directed to the Department of Aerospace Studies at West Virginia University, 293-5421 or 293-5422.

U.S. Army Military Science Program

The Military Science Reserve Officer Training Corps (ROTC) two-year advanced curriculum stresses techniques of organizing, motivating, and leading others, including recognizing, comparing, and evaluating courses of action. The participating student will experience management training and leadership development through adventurous, challenging activities.

Course numbers and titles for this Military Science program are listed in this catalog with Political Science designations.

Benefits

Participating students will receive $100 per month, tax free, during the academic year as a subsistence allowance. Textbooks required for the advanced ROTC course will be issued. Competitive scholarships are also available.

Obligations

A student who enters the advanced course as a junior agrees to finish ROTC instruction and to accept a commission and an equally important assignment in the active Army, a Reserve or National Guard component. All academic requirements for the student's degree must be completed before commissioning. The new officer will be obligated to serve on active duty for three years, depending on Army requirements and the student's choice. Competitive ROTC scholarship recipients are obligated to serve on active duty for four years.

Advanced Camp-Junior/Senior Year

Before students can be commissioned, they must attend an advanced summer camp for six weeks at Fort Bragg, North Carolina, between the junior and senior years. Cadets receive travel allowances and pay equal to one-half the basic salary of a second lieutenant.

For additional information, contact the U.S. Army Military Science Department at West Virginia University, 293-2911 or 293-2912.

Degree Requirements

The Bachelor of Arts in Education requirements for teaching fields and specializations are also included in this section under the appropriate academic discipline.

Candidates for the Bachelor of Arts and Bachelor of Science degrees must complete the General Studies Requirements and a major and a minor. Students majoring in Engineering Technology or Social Work are not required to have a minor. The major and minor include all courses specified in this catalog as required and all other courses attempted in the disciplines designated as the major and minor.

The minimum credit required for graduation is 128 semester hours with an average of 2.0 quality points. In all cases the quality point average for a major or minor must be 2.0 or better with the exception of a Bachelor of Arts in Education degree, which requires at least a 2.2 in the teaching specialization(s).

General Studies Requirements may also meet major or minor requirements. No course, however, may be counted more than once in meeting the semester hours required for graduation. For example, general studies requirements in English will also satisfy requirements for a major or minor in English.

Twelve hours of one foreign language is a general requirement for the Bachelor of Arts Degree. Upon the presentation of two or more units of high school work in a foreign language currently taught at Fairmont State, students may have six hours of this requirement at the elementary level of the language waived, provided that they are competent to continue the study of the language in classes numbered 200 or above.

General Studies Requirement for the Bachelor of Arts Bachelor of Science, and Bachelor of Engineering Technology Degrees

36 Hours for Bachelor of Science Degrees
48 Hours for Bachelor of Arts Degrees

English			12
English*	104	Written English	3
English**	108	Advanced Written English	3
English	250	Survey of English Literature	3
English	260	Survey of American Literature	3
Fine Arts			2
Art	255	History & Appr. of Art	2
		or	
Music	205	Music Appreciation	2
		or	
Music	207	Beginning Recorder	2
History and Social Science			12
Economics 200		Economics	3
Economics 201		Economics Principles and Problems	3
Geography 210		Intro. to Geography	3
History 107		United States History I	3
History 108		United States History II	3
History 111		History of Civilization I	3
History 112		History of Civilization II	3
Political Science 103		American Government	3
Psychology 101		Intro. to Psychology I	3
Sociology 110		Introductory Sociology	3

Foreign Language (B.A. degree only)		12
French, German, or Spanish 101, 102, 201, 202		
(another foreign language may be substituted with permission)		
Physical Education***		1
Any basic activity course		
Science or Mathematics****		6
Biology 101, 102 or	Intro. to Biology	4
Biology 103	Intro. to Envir. Biology	4
Chemistry 101, 102	General Chemistry	8
Chemistry 105, 106	Chemical Principles	10
Geology 101, 102	General Geology	6
Mathematics*****		6
Physics 101, 102	Intro. to Physics	8
Physical Science (select any 3 of the following)		6
Scientific Methodology 100		2
Astronomy 101		2
Chemistry 102		2
Geology 103		2
Physics 104		2
History of Physical Science 105		2
Speech Communication 100		3

*Foundations 101, Basic Communications, is strongly recommended for those who do not meet certain minimum standards prior to enrolling in English 104.

**A grade of C or above in English 108 is required for graduation.

***This requirement may be waived by the Registrar for a student who because of physical disability or infirmity cannot perform the basic activity course. The student must furnish appropriate medical substantiation of the disability or infirmity.

****This requirement must be taken in the same discipline.

*****Math 101 and Math 102 cannot be used to satisfy General Studies Requirements.



Health Careers

Bachelor of Science Degree in Allied Health Administration

This is a comprehensive program which is designed to provide practicing clinical level health professionals with the education to become lower and middle level supervisors and managers in health care agencies. It is specifically designed for health service practitioners with an Associate in Science or Associate in Applied Science Degree who need administrative skills. In essence this is a 2 + 2 program with four minors: (1) Medical Laboratory Technology; (2) Medical Record Technology; (3) Nursing, R.N.; (4) Veterinary Assistant Technology. Successful completion of the applicable associate degree curriculum constitutes the first two years of this program. Students with associate degrees in other health career areas will be given individual consideration.

To be eligible for admission to the Bachelor of Science Degree Program in Allied Health Administration, a student must have an Associate Degree in a health related field from a college accredited by a regional association of colleges and schools.

The program is in effect a B.S. in Allied Health Administration with the associate degree in the health care profession serving as the minor. Requirements include general studies courses, business courses and core Allied Health courses. The Program may be completed on a full-time or part-time student basis.

Medical Laboratory Technology

Course Requirements **135 Sem. hrs.**

Semester 5

English*	250	Survey of English Literature	3
Social Science/History*			3
Fine Arts*			2
Allied Health	102	Pathophysiology of Disease	3
Chemistry	305	Organic Chemistry	4
			15

Semester 6

English*	260	Survey of American Literature	3
Social Science/History*			3
Physical Ed.*		Any basic activity course	1
Management	308	Personnel Management	3
Chemistry	306	Organic Chemistry	4
			14

Semester 7

Allied Health	427	Health Record Administration	3
Economics	201	Economic Principles and Problems	3
Allied Health	301	Health Care Organizations	3
Management	309	Principles of Management	3
Biology	219	Zoology	4
			16

Semester 8

Biology	220	Invertebrate Zoology	
or			
Biology	221	Vertebrate Zoology	4
Speech*	100	Introduction to Speech	3
Allied Health	302	Management Prob. of Health Care Delivery System	3

Allied Health	401	Allied Health Practicum and Seminar	4
	372	Legal and Medical Ethics	3
			17

Electives

EDP	100	Introduction to Electronic Data Processing
or		
EDP	102	Principles of Computer Programming
Allied Health	100	Medical Terminology
	199	Special Topics in Allied Health
Business	310	Statistics

*General Studies Requirement.

Medical Record Technology

Course Requirements — 128-130 sem. hrs.

Semester 5

English*	250	Survey of English Literature	3
Fine Arts*			2
Economics	201	Economic Principles and Problems	3
Science/Math* (Take one of the following series):			3-4
Biology 101 and Biology 102			
Chemistry 101 and Chemistry 102			
Elective			3
			14-15

Semester 6

English*	260	Survey of English Literature	3
Allied Health	372	Legal and Medical Ethics	3
Physical Education*		Any basic activity course	1
Science/Math* (Continue one of the following series):			3-4
Biology 101 and Biology 102			
Chemistry 101 and Chemistry 102			
Management	308	Personnel Management	3
Elective			3
			16-17

Semester 7

Allied Health	301	Health Care Organization	3
Speech*	100	Introduction to Speech Communication	3
Management	309	Principles of Management	3
Business (Take one of the following courses):			3
Business 141		Business Mathematics	
306		Business Law	
Business Education 251		Business Communications	
340		Principles of Word Processing	
Elective			3
			15

Semester 8

Allied Health	302	Management Problems of Health Care Delivery Systems	3
	401	Allied Health Practicum and Seminar	4
Management	390	Human Behavior in Organization	3
History/Social Science*			3
Elective			3
			16

*General Studies Requirement.

Nursing

Course Requirements — 137 sem. hrs.

Semester 5

English*	250	Survey of English Literature	3
Fine Arts*			2
Economics	201	Economic Principles and Problems	3
Sociology	200	Social Problems	3
Science or Math*			3-4
Allied Health	301	Health Care Organizations	3
			17-18

Semester 6

English*	260	Survey of American Literature	3
EDP	100	Introduction to Electronic Data Processing	3
or			
EDP	102	Principles of Computer Programming	3
Science or Math*			3-4
Management	309	Principles of Management	3
Speech Comm.	100	Introduction to Speech Communication	3
			15-16

Semester 7

Psychology (Take one of the following courses):			3
Psychology**	230	Social Psychology (Sociology 230)	
	260	Industrial and Personnel Psychology	
	330	Developmental Psychology	
	350	Physiology Psychology	
Business (Take one of the following courses):			3
Business	306	Business Law	
Management	390	Human Behavior in Organization	
Speech Communication (Take one of the following courses):			2-3
Speech	215	Nonverbal Communication 2	
	233	Small Group Communication 3	
	361	Speech for Professionals 3	
	369	Com. in Organizations 3	
Management	308	Personnel Management	3
Allied Health	427	Health Records Administration	3
Physical Education*		Any basic activity course	1
			15-16

Semester 8

Elective			3
Sociology (Take one of the following courses):			3
Sociology**	230	Social Psychology (Psychology 230)	
	310	Sociology of the Family	
	340	Juvenile Delinquency	
	450	Minority Groups	
Allied Health	372	Legal and Medical Ethics	3
	302	Management Problems of the Health Care Delivery System	3
	401	Allied Health Practicum and Seminar	4
			16

*General Studies Requirement.

**Sociology and Psychology may not be used to meet both Psychology and Sociology requirements.

Veterinary Assistant Technology**

Course Requirements **137 sem. hrs.**

Semester 5

Allied Health	301	Health Care Organizations	3
Management	308	Personnel Management	3
Economics	201	Economic Principles and Problems	3
English*	250	Survey of English Literature	3
Speech Comm.	103	Listening Skills	1

Science* (Take one of the following series): 3-5
- Chemistry 105 (5 hours) and Chemistry 106 (5 hours)
- Math 111 (3 hours) and Math 112 (3 hours)
- Physics 101 (4 hours) and Physics 102 (4 hours)

16-18

Semester 6

Allied Health	302	Management Problems of the Health Care Delivery System	3
Management	309	Principles of Management	3

Science* (Continue one of the series as listed above—Semester 5) 3-5

Physical Education*		Any basic activity course	1

History and Social Science* 3

English*	260	Survey of American Literature	2

15-17

Semester 7

Allied Health	427	Health Records Administration	3
Accounting	201	Principles of Accounting	3
Allied Health	412	Veterinary Law & Ethics	1
EDP	100	Intro. to Electronic Data Processing	3
or			
EDP	102	Principles of Computer Programming	3

Management (Take two of the following courses): 6
- ECON 202 Economic Principles and Problems
- MARKETING 300 Retailing
- MANAGEMENT 305 Small Business Management
- ACCOUNTING 202 Principles of Accounting II
- BUSINESS 306 Business Law

16

Semester 8

Allied Health	401	Allied Health Practicum and Seminar	4
	372	Legal and Medical Ethics	3

Fine Arts* 2

Management (Take one of the courses listed in Semester 7 above) 3

Communication (Take one of the following courses): 2-3

Speech Communication	215	Non-Verbal Communication	2
	233	Small Group Communication	3
	361	Speech for Professionals	3

14-15

*General Studies Requirement.
**Animal Health Technology Minor from any institution.

Commerce

(Business Administration, Business Education, Economics, Secretarial Science)

The Division of Commerce offers students several choices in their selection of a major field of study. Under the B.S. Degree students may obtain a degree in Business Administration with a concentration in General Business, Accounting, Economics or Office Administration.

In the B.A. in Education Degree students may earn a degree in Business Education-Comprehensive, Business Education-Secretarial, or Business Education-Business Principles.

In the area of two-year programs students may select: Accounting, General Business, Banking, Real Estate, Secretarial, Clerical, Electronic Data Processing, Retailing, or Insurance.

Students may minor in the division in General Business, Accounting, Economics, Insurance, Office Administration and Electronic Data Processing.

In the area of one-year certificates, the student may select Secretarial or Clerical.

Courses offered by the Commerce Division may be found under the headings of Accounting, Business, Business Education, Economics, Electronic Data Processing, Management, and Marketing. **All courses may not be offered each semester. Students are urged to consult with advisers to avoid the possibility of missing a course needed for graduation at a specific time.**

MINOR REQUIREMENT: Business Administration students must also elect a minor field of study. A major and a minor in the same academic field is not permitted. For example, one may not both major and minor in Accounting. Duplicate credit may be earned only for courses that are specifically required for both major and minor.

Business Administration

Group A, General Major — 51 sem. hrs.

Required Courses			33 sem. hrs.
Accounting	201, 202	Principles of Accounting	6
Business	306, 307	Business Law	6
	310	Statistics	3
	401	Business Finance	3
Economics	201, 202	Economic Principles & Problems	6
EDP	100	Introduction to EDP	3
Management	309	Principles of Management	3
Marketing	304	Marketing	3
The additional requirement			18

These additional hours may be taken in any one of several combinations. Such combinations are to be agreed upon by the student and the adviser. Such combinations may include Accounting, Business, Economics, Management, Marketing, and EDP classes, and Mathematics 115 and/or 116.

Minor (not open to majors in Group A) — 18 sem. hrs.

Students in consultation with their adviser select a set of related courses which would be more specifically in line with their interests and abilities. These courses may include Mathematics 115 and/or 116.

Group B, Accounting Major — 51 sem. hrs.

Accounting	201, 202	Principles of Accounting	6
	301, 302	Intermediate Accounting	6
	330	Advanced Accounting I	3
	404	Cost Accounting	3
	405	Auditing	3
	406	Federal Income Tax Accounting: Individual	3
Business	306, 307	Business Law	6
	310	Statistics	3
	401	Business Finance	3
Economics	201, 202	Economic Principles and Problems	6
EDP	100	Introduction to EDP	3
Management	309	Principles of Management	3
Marketing	304	Marketing	3

The following additional courses, although not required, are recommended to further develop the body of accounting knowledge commonly expected of the entry-level accountant.

Accounting	331	Advanced Accounting II
	407	Federal Income Tax Accounting: Partnership & Corporation
Management	409	Quantitative Management

Notice to students: Certain courses are required to qualify a student to sit for the Uniform Certified Public Accountant exam that are not required to satisfy the four-year major in accounting degree requirements. Students wishing to sit for the CPA exam should discuss this additional course work with an appropriate adviser early in their program.

Minor (not open to majors in Group B) — 18 sem. hrs.

Accounting	201, 202	Principles of Accounting	6
	301, 302	Intermediate Accounting	6
	330	Advanced Accounting	3
	404	Cost Accounting	3
	405	Auditing	3
	406, 407	Federal Income Tax Accounting	6
EDP	104	Introduction to COBOL Programming	4

Group C, Economics Major — 51 sem. hrs.

Required Courses			18 sem. hrs.
Economics	201, 202	Economic Principles andProblems	6
	301	Intermediate Econ. Analysis: Microeconomics	3
	302	Intermediate Econ. Analysis: Macroeconomics	3
Business	310	Statistics	3
EDP	100	Introduction to EDP	3

A minimum of 9 hours must be selected from these courses:

Economics	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	307	Personal Finance	3
	401	Managerial Economics	3
	406	Guided Economic Study	1-3
Additional electives			18-24 sem. hrs.
Accounting	201, 202	Principles of Accounting	6
Business	306	Business Law I	3
	401	Business Finance	3
	410	Investments	3

Management	309	Principles of Management	3
	409	Quantitative Management	3
Marketing	304	Marketing	3
EDP	103	FORTRAN Programming	4
History	320	American Economic History	3
Math	115	Intermediate Mathematics II	4
	116	Calculus I	4

Minor (not open to majors in Group C) — 18 sem. hrs.

Economics	201, 202	Economic Principles and Problems	6
	301	Intermediate Econ. Analysis: Microeconomics	3
	302	Intermediate Econ. Analysis: Macroeconomics	3
	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	401	Managerial Economics	3
	406	Guided Economic Analysis	3
Math	115	Intermediate Mathematics II	4
	116	Calculus I	4

Group D, Office Administration
Major — 52 sem. hrs.

Accounting	201, 202	Principles of Accounting	6
Business	306	Business Law	3
	310	Statistics	3
	401	Business Finance	3
Business Ed.	103	Records Management	2
	211	Advanced Typewriting	2
	251	Business Communications	2
	301, 302	Adv. Shorthand & Trans.	8
	311	Office Machines	2
	314	Exec. Dictation & Trans.	2
	340	Principles of Word Processing	3
	351	Exec. Office Procedures	3
	352	Directed Office Experience	2
EDP	100	Intro. to EDP	3
Management	309	Principles of Management	3
	314	Office Management	2
Marketing	304	Marketing	3

Minor — 26 Hours
(Not open to majors in Group D)

Accounting	201	Principles of Accounting	3
Management	309	Principles of Management	3
	314	Office Management	2
Bus. Ed.	101, 102	Beg. and Inter. Typewriting or	
	211	Advanced Typewriting	4
	202	Intermediate Shorthand	4
	301	Advanced Shorthand	4
	340	Principles of Word Processing	3
EDP	100	Intro. to EDP	3

Teaching Fields in Business Education

Business Education Comprehensive, grades 7-12 — 54 sem. hrs.

Business	*102	Introduction to Business	3
	*141	Business Mathematics	3
Accounting	*201, 202	Principles of Accounting	6
Business	306	Business Law	3
	310	Statistics	3
Management	314	Office Management	2
Bus. Educ.	*102, 211	Intermediate and Advanced Typewriting	4
	*103	Records Management	2
	*251	Business Communications	2
	*202	Intermediate Shorthand	4
	*301	Advanced Shorthand and Transcription	4
	*311	Office Machines	2
	*351	Executive Office Procedures	3
	352	Directed Office Experience	2
	431	Methods and Materials in Teaching Business Education	2
Economics	*201, 202	Economic Principles and Problems	6
EDP	100	Introduction to EDP	3

Business Education Secretarial, Single Teaching Field, grades 7-12 — 38 sem. hrs.

Business	*141	Business Mathematics	3
Accounting	*201, 202	Principles of Accounting	6
Business	306	Business Law	3
	310	Statistics	3
Management	314	Office Management	2
Bus. Educ.	*102, 211	Intermediate and Advanced Typewriting	4
	*103	Records Management	2
	*202	Intermediate Shorthand	4
	*301	Advanced Shorthand and Typewriting	4
	*311	Office Machines	2
	*351	Executive Office Procedures	3
	352	Directed Office Experience	2

Business Education, Business Principles, Single Teaching Field, grades 7-12 — 39 sem. hrs.

Business	*102	Introduction to Business	3
Accounting	*201, 202	Principles of Accounting	6
Business	306	Business Law	3
	310	Statistics	3
Management	314	Office Management	2
Bus. Educ.	*102, 211	Intermediate and Advanced Typewriting	4
	*103	Records Management	2
	*311	Office Machines	2
	*351	Executive Office Procedures	3
	352	Directed Office Experience	2
Economics	*201, 202	Economic Principles and Problems	6
EDP	100	Introduction to EDP	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Fine Arts

(Art, Music, Speech Communication and Theatre)

Art

Fairmont State College Department of Art provides a program of study for the preparation of teachers in the visual arts, leading to the B.A. degree in Education and also offers a minor in a nonteaching degree. The art curriculum and activities are committed to provide the highest professional education for the art teacher, the creative artist and the scholar of the arts, and to play a major role in the cultural life of the college campus and the community.

The members of the Art Department faculty are professional artists as well as educators, exhibiting their work in state, regional and national exhibitions. Because of an excellent student-teacher ratio, the instructors are able to spend much time with individual instruction and counseling. Candidates for the teaching degree are not only trained in the skills of the creative artist, but are also given the background and training that will enable them to relate to and communicate with students.

Minor — 24 sem. hrs.

History of Art Courses
(See Courses of Instruction) 5
Studio Work Courses
(See Courses of Instruction) 19

Teaching Fields

Art Specialization K-12 — 57 sem. hrs.

Required Courses

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	*241	Drawing from Life	3
	*155	Theory of Art	2
	*261	Painting	3
	262	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	284	Modeling and Sculpture	3
	355	Problems in Teaching Art I	2
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Ceramics	3
	384	Ceramics	3
	470	Senior Exhibit	1
	431	Methods and Materials in Teaching Art	2

Electives to be selected from the following studio courses:
Painting: Art 361, 362, 364, 461, 462, 463.
Ceramics: Art 464. Sculpture: Art 465.
Graphics: Art 341. Area Studies: Art 467, 468, 469 6

Art Single Teaching Field 7-12 — 38 sem. hrs.

Required Courses

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	241	Drawing from Life	3
	*155	Theory of Art	2
	*261	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Ceramics	3
	470	Senior Exhibit	1

Art Subject Specialization 4-8 — 30 sem. hrs.

Required Courses

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	155	Theory of Art	2
	*241	Drawing from Life	3
	*283	Modeling and Sculpture	3
	353	Elementary Art Education I	2
	354	Elementary Art Education II	2
	*363	Painting in Watercolor	3

Electives to be selected from the following courses:
Painting: Art 261, 262, 361, 362, 364. Ceramics: Art 383, 384. Sculpture: Art 285, 465. Graphics: Art 341. History of Art: Art 278, 377, 378. Area Studies: Art 467, 468, 469 6

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Graphics/Fine Arts

This is a 2 + 2 program in which successful completion of the associate degree in Commercial Design/Graphics constitutes the first two years of this bachelor's degree program. It is designed to provide training and skills beyond the associate degree level for the graphic artist, layout artist, illustrator, advertising designer, and for those positions in the printing industry that combine the skills of artist-layout-graphic arts.

Major Course Requirements — 94 sem. hrs.*

Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	155	Theory of Art	2
	199	Special Topics in Art	3
	241	Drawing from Life	3
	261	Painting	3
	283	Modeling and Sculpture	3
	341	Graphics	3
	363	Painting in Watercolor	3
	378	19th Century and Contemporary Art History	3
	467	Area Studies	3

	468	Elective in Art 2
Tech.	Drf.-100	Engineering Graphics 3
	Gct.-100	Printing Processes Graphics Common Processes 3
	-200	Image Assembly I 3
	-210	Image Transfer Mechanisms I 3
	-220	Estimating & Cost Analysis 3
	-230	Layout and Design I 3
	-240	Graphic Arts Photography 3
	-260	Practicum 6
	-300	Basic Photography 3
	-310	Adv. Photography 3
	-330	Layout and Design II 3
	-410	Printing Techniques 4
Bus. Ed. or	101	Beginning Typewriting or
Bus. Ed.	102	Intermediate Typewriting 2
English	109	Technical Report Writing 3
Journ.	240	Reporting 3
	320	Advertising 3
	343	Copy Editing and Make-up 3
	312	Publication Problems 3

*In addition to these 94 program hours, the student must complete the B.S. General Studies Requirements.

Music

The Music Department offers a minor in the Bachelor of Arts Degree in Music and a Comprehensive (K-12) Music Major under the Bachelor of Arts in Education Degree. The degree programs are organized to provide a thorough background for a music teaching or a professional career. Major applied areas are offered in vocal, instrumental (strings, woodwinds, brass and percussion), piano and organ.

The department provides excellent musical instruction for its students through a highly qualified professional staff of performing and teaching professors, a constantly improving and varied curriculum, and a series of sequential musical experiences and studies in all music degree programs. The department believes in exposing music students to many new and innovative educational and musical ideas as well as emphasizing the musical heritage of the past. Departmental organizations such as band, orchestra, choir, ensembles, stage band and soloists participate regularly in productions, concerts, and activities of the college and have toured in West Virginia, the United States, and Europe.

Opportunities are provided for music students to attend numerous recitals, productions and other musical events on and off campus. Several professional and fraternal organizations are sponsored by the department, including a student chapter of MENC, Sigma Alpha Iota, professional sorority for women music students.

In 1966, the music department moved into the Wallman Hall. It is well equipped with musical instruments and materials and its facilities include a piano classroom, theory room, music education room, listening library, instrumental and choral rehearsal rooms, 18 practice rooms, nine studios and Wallman Concert Hall.

Requirements
Minor — 26 sem. hrs.

Required Courses

I. Theory, Comprehensive: 8
109, 110 Theory, Comprehensive: 8
(Theory 108 Beginning Theory may be recommended as elective credit)

II. Appreciation: 3
206, Music Appreciation for Majors 3
III. Conducting: 5
245, Fundamentals of Conducting 2
IV. Participation: 4
Music 167, 169, 172, 173 (Collegiates, Band, Orchestra, and Chorus)
V. Applied Music: 7
Music 105 or 107 (minimum 3 hours) 3
(Piano Proficiency)
141, Voice 1
211-217, Orchestral Instruments classes 3
(Minimum 3 hours)
(Applied Music lessons in vocal or instrumental emphasis recommended)
VI. Music Education: 2
429, Instrumental Methods, Materials & Administration 2
or
430, Choral Methods, Materials, & Administration 2

*A music minor, in addition to the four hours participation credit, must be enrolled in a major performance group (band, chorus, orchestra) during each semester of college attendance.

**See FSC Bulletin Music Supplement for requirements for recitals, concert attendance, applied levels, piano proficiency, and freshman level assignments, etc.

Curriculum for Teaching Specialization in Music

Courses marked with an asterisk must be completed before a student is admitted to the Initial Performance Practicum. See FSC Bulletin Music Supplement for requirements for recitals, concert attendance, applied levels, piano proficiency, and freshman level assignments, etc.

Subject Specialization K-12 — 59 sem. hrs.

(Students elect either Choral, Instrumental, or Piano-Organ emphasis)

I. Theory, Comprehensive: 18 sem. hrs.
Music 109, 110, 209, 210 Comprehensive Theory* 16
Music 309, Orchestration* 2
II. History and Appreciation: 9
Music 101, Recitals and Seminar (each semester)* N/C
Music 206, Music Appreciation for Majors* 3
Music 313, 314 Music History* 6
III. Conducting: 4
Music 245, Fundamentals of Conducting* 2
Music 347, Advanced Conducting (Instrumental and Choral)* 2
IV. Participation: 4
Music 167, 169, 172, 173 (Collegiates, Band, Orchestra, and Chorus)*****
V. Applied Music and Classes: 18
1. Applied Major (Emphasis)
I-VII* 7
103 Organ, 107 Piano, 177-204 Instrumental, 141 Voice
2. Instrumental Classes 4
211, String Class I-II* 1
(Recommended all majors take 211-II)
213-I Brass Class* 1
215-I Woodwind Class* 1
217-I Percussion Class* 1
170 Lab Band-Orch.** N/C
3. Music 440, Senior Recital 1
(See FSC Music Supplement for applied requirements)

4. Additional Requirements 6
a. Choral Emphasis:
Instrumental Class II 1
or Music 320, Keyboard Accomp.****Piano***
105, I-II, Piano Class* 2
107, I, II, III Piano 3
b. Instrumental Emphasis:
Instrumental Class II 1
Note: Brass Majors must take 215 and 415, Woodwind majors must take 213, Percussion majors must take 213 and 413 and 215 and 415, and may be excused from 217 by passing rhythmic reading proficiency.
Piano***105, I and II, Piano 2
Class* 107, I-II, Piano 2
139 Voice Class 1
c. Piano and Organ Major:
Instrumental Class II 1
or 103 Organ or 320 Keyboard Accompanying.
Applied Minor (Instrumental or Voice) 4
139 Voice Class 1

VI. Music Education: 6 sem. hrs.
Music 328, Elementary Music Methods, Materials and Administration* 2
Music 429, Instrumental Methods, Materials and Administration* 2
Music 430, Choral Methods, Materials and Administration* 2

Note: Music 431, Methods and Materials in Teaching General Music, 7-12 (Educational Block Course).

All Music majors, with an instrumental emphasis must take Band their freshman and sophomore years and at least one semester of chorus recommended.

All Music majors, to meet attendance requirements for graduation, must be enrolled in Music 101, Concerts, Recitals and Seminars (CRS) NC, each semester enrolled.

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

**Laboratory Band-Orchestra is held once each week for non-credit (NC). All persons taking Music 211, 213, 215, 217, 411, 413, 415, and 417 are required to participate.

***Piano is required of all music students. At the completion of the required number of hours (4), each student must pass the piano proficiency examination. If failed, the student must continue to take piano until the piano proficiency examination is passed. This requirement is necessary for a degree in music. A student may take the piano examination after completing one or more hours of piano. If successful, he/she is excused from the remaining hours which must be added to music electives in an applied area.

****Music 320, Keyboard Accompanying, may be substituted for one hour of applied piano.

*****A first field or minor in addition to the four (4) hours participation credit, must be enrolled in a major performance group (band, choir, orchestra) during each semester of college attendance. Participation enrollment should be in line with the applied major.

Speech Communication and Theatre

The Department of Speech Communication and Theatre has designed a program to provide students with a variety of choices to develop their knowledge and skills through performance and achievement. The use of oral communication skills still dominates individuals' efforts to work and live together. Modern society and business are demanding higher levels of communication skills. By building a base of performance experience through classroom exercises, public performances, regional and national competition, students can develop levels of oral communication skills which will increase their choices in a highly competitive job market and society.

The goal of all curricular and co-curricular activities of the Department of Speech Communication and Theatre is to increase student understanding and skills in a wide

variety of oral communication events. Co-curricular activities offered by this department are designed to be learning experiences for students enrolled in departmental courses and for students who are not enrolled in department classes.

A number of program choices are available to students in the Department of Speech Communication and Theatre. Students may choose a degree program in:

1. A two-year Associate of Arts general studies degree with a concentration in either speech communication or theatre. This option is available for students with little background in either speech communication or theatre who want to be prepared to pursue professional degree programs in either field.
2. Bachelor of Arts minor degree programs in either Speech Communication or Theatre.
3. Bachelor of Arts in Education, single field, grades 7-12 in Oral Communications (Speech Communication and Theatre).
4. Bachelor of Arts in Education, subject specialization, grades 4-8 in Oral Communications (Speech Communication and Theatre).
5. Associate in Applied Science Degree (two-year degree) in Radio/Television in Communication.
6. Bachelor of Arts and Bachelor of Science minor degree programs in Radio/Television Communication.
7. Bachelor of Interdisciplinary Studies (see page 107) can be utilized to develop a program using courses from this department with a wide selection of courses from the rest of the College in order to build a unique degree aimed at a specific career. (See the coordinator of the department to discover the range of possibilities.)

The co-curricular activities of this department are open to all students.

For detailed information see Forensics and Theatre under Student services and Organizations in this catalog, p. 36.

I. Minors in Speech Communication or Theatre

A. Speech Communication Minor—Total 25 hours

1. Required Courses — 22 sem. hrs.

Speech Com.	105	Voice and Diction	3
	171	Introduction to Broadcasting	2
	215	Non-Verbal Communication	2
	219	Language in Speech Communication	3
	233	Interpersonal and Small Group Com.	3
	241	Argumentation and Debate	3
	337	Persuasive Communication	2
	345/421	Oratory/Extemporaneous Speaking	1
	459	Speech Correction	3

2. Electives — Minimum 3 sem. hrs.

Speech Com.	103	Listening Skills	1
	249 or	Intercollegiate Debate I-IV	
	439 or	Public Speaking Practicum I-VIII	
	449	Intercollegiate Debate I-IV	1
	199	Special Topics	1
	361	Speaking for Business and Professionals	3
	369	Communication in Organizations	3
	491	Directed Study in Speech Com.	1

1. Elective Courses in Speech Communication may be selected from the Speech Communication course offerings.
2. Recommended Related Courses
 English 319, Journalism 270, Psychology 101, Psychology 240.

B. Theatre Minor—Total 25 hours

1. Required Courses — 25 sem. hrs.

Speech Com. 105	Voice and Diction	3
Theatre 110 or 100	Introduction to Theatre or Theatre Appreciation	2
114	Body Training and Stage Movement	2
140	Theatrical Production	1
148*	Theatre Workshop I-IV	1
212	Theatrical Make-up	1
220	Oral Interpretation	2
230	Acting	2
238	Acting Workshop I-IV	1
244	Intro. to Theatrical Design	3
260	Theatre History	3
336	Directing	2
438	Directing Practicum	1

*One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatrical Production). Previously acquired credit in Theatre 148 or 348 will not fulfill the requirement.

2. Elective Courses in Theatre

May be selected from the Theatre course offerings.

3. Recommended Related Courses

Art 255 or Music 205 (one not used to meet General Education Requirements), English 318, English 315, English 422, Music 139, Music 141, Art 142.

C. Performance

In order that a student minoring in Speech Communication or Theatre may be recommended for graduation by the Speech Communication and Theatre faculty, he must perform in one or more of the department faculty directed/sponsored public performance areas listed below. A student must reach a satisfactory level of proficiency in at least one of the performance areas. Each student's performance and level of proficiency will be periodically appraised by the faculty.

Performance Areas

1. **Theatre:** acting, technical crews, directing, public relations, house management, business management, etc., with Masquers' Town and Gown Players, Masquers, Jr., or studio theatre presentations.
2. **Oral Interpretation:** reader's theatre, intercollegiate festivals, contests, and other public performances.
3. **Public Speaking:** intercollegiate debate, competitive communication and public speaking events, festivals and exhibitions, organizing and evaluating communication performances and other public speaking presentations.
4. **Radio/TV:** acting, producing, writing, announcing, etc., for FSC campus radio and TV public broadcasts.

II. Teaching Field in Oral Communications

(Speech Communication and Theatre)

A. Single Teaching Field, Grades 7-12 — 32 sem. hrs.

1. Required Courses — 27 hrs.

Speech Com.	*150	Voice and Diction	3
	*171	Introduction to Broadcasting	2
Theatre**	*140	Theatrical Production	2
	*148	Theatre Workshop	1
Speech Com.	*221	Classroom Communication	3
Theatre	*220	Oral Interpretation	2
Speech Com.	*337	Persuasive Communication	2
	*241	Argumentation and Debate	3
	345	Oratory	1
Theatre	*230	Acting	2
	*336	Theatrical Directing	2
	*438	Theatrical Directing Practicum	1
Speech Com.	459	Speech Correction	3
	***431	Methods and Materials for Teaching Speech Communication and Theatre	2

*Courses marked with an asterisk must be completed before the Initial Performance Practicum.

**The one required hour in Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Play Production). Previously acquired credit in Theatre 148 or Theatre 348 will not fulfill this requirement.

***Speech Communication 431 must be taken during the Initial Performance Practicum.

2. Elective Courses

Select courses from the Speech Communication and/or Theatre courses listed under the Courses of Instruction in this catalog to total 5 credit hours.

B. Oral Communications, Subject Specialization 4-8 — 26-27 sem. hrs.

Required Courses

Speech Com.	105	Voice and Diction	3
	171	Introduction to Broadcasting	2
	221	Classroom Communication	3
Theatre	220	Oral Interpretation	2
Speech Com.	337	Persuasive Communication	2
or			
Speech Com.	233	Interpersonal and Small Group Com.	2
Theatre	230	Acting	2
	336	Play Directing	2
	438	Play Directing Prac.	1
	350	Children's Drama	3
	354	Creative Drama Practicum	1
Speech Com.	459	Speech Correction	3
	*431	Methods and Materials in Teaching Speech Communication and Theatre	2

*Speech Communication 431 must be taken during the Initial Performance Practicum.

C. Performance

In order that the B.A. in Education student with a teaching field in Oral Communications (grades 7-12 or 4-8) may be able to meet the competencies for state teacher

accreditation and hence be recommended for the Professional Block by the Speech Communication and Theatre faculty, he/she must perform extensively in one or more of the department faculty directed/sponsored public performance areas listed below. The activities in these areas are necessary cocurricular supplements or enrichments to classroom experiences. The student's performances in the areas must be extensive enough that the student reaches a satisfactory level of proficiency in at least one of the performance areas. A periodic appraisal of the extent of the student's performance and level of proficiency will be made.

Performance Areas—(see list on page 64)



Health, Physical Education, Recreation, and Safety

The Division of Health Education, Physical Education, Recreation and Safety offers a Bachelor of Science in Health Science and also a minor for students interested in pursuing a career in this area.

Bachelor of Science—Health Science

Major — 58 sem. hrs.

Course Requirements

HTH	100	Personal Health	2
	150	Introduction to Health Science	2
	202	Community Health Problems (PR: Biology 101 and 102)	3
	370	Contemporary Health Issues (PR: Psychology 101 and Sociology 110)	3
	410	Seminar in Public Health Education	4
	412	Drug Use—Abuse—Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2
	450	Field Practicum in Public Health	4

Major—Related Requirements

PE	211	Anatomy and Physiology (PR: Biology 101, 102)	4
EMS	100	Emergency Medical Training	4
SAF	203	General Safety Education	3
CHEM	101	General Chemistry	4
	102	General Chemistry	4
PSY	210	Personal Adjustment	3
	250	Community Psychology	3
SOC	200	Social Problems	3
	230	Social Problems	3
EDUC	220	Areas of Exceptionality in Special Education	3

Minor—Health Science — 20 sem. hrs.

HTH	100	Personal Health	2
	150	Introduction to Health Science	2
	202	Community Health Problems (PR: Biology 101 and 102)	3
	370	Contemporary Health Issues (PR: Psychology 101, Sociology 110)	3
	410	Seminar in Public Health Education	4
	412	Drug Use—Abuse—Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2

Physical Education

A Bachelor of Science degree, major and minor, are offered in Physical Education for students interested in pursuing careers other than teaching (physical therapy, graduate research) which require background knowledge in Physical Education. The Bachelor of Arts in Education degree offers a subject specialization in Physical Education, grades 7 through 12 and K-12. The Physical Education Program is designed to stimulate the development of minimal competencies in the application, analysis and synthesis of concepts related to effective performance of sport and human movement activities.

Bachelor of Science—Physical Education

Major

Course Requirements — **38 sem. hrs.**

Sport Science			**13**
PE	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	212	Physiology of Exercise (PR: PE 211)	3
	313	Mechanical Analysis of Sport (PR: PE 211)	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3
Sport Theory			**4**
PE	121	Intro. Seminar in Educational Sport	2
	222	Foundations of Educational Sport (PR: PE 121)	2
Sport Laboratory			**12**
PE	231	Early Psycomotor Activities (PR: PE 121, Majors Only)	2
	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only)	2
			Minimum 8 hours
	234	Individual and Dual Sports (PR: PE 231)	2
	235	Team Sports—Men's Regulations (PR: PE 231)	2
	236	Team Sports—Women's Regulations (PR: PE 231)	2
	237	Gymnastics—Men's Regulations (PR: PE 231)	2
	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
REC	146	Folk and Square Dance	2
Related Science			**7**
CHEM	101	General Chemistry	4
PHYS	101	Introduction to Physics	3
Restricted Electives (Select Two)			**6**
PSY	230	Social Psychology	3
	240	Statistics	3
SOC	301	Anthropology	3

Minor

Course Requirements — 32 sem. hrs.

Sport Science — 13

PE	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	212	Physiology of Exercise (PR: PE 211)	3
	313	Mechanical Analysis of Sport (PR: PE 211)	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3

Sport Theory — 4

PE	121	Introductory Seminar in Educational Sport	2
	222	Foundations of Educational Sport	2

Sport Laboratory — 12

PE	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only, Consent)	2
			Minimum 8 hours
	234	Individual and Dual Sports (PR: PE 231)	2
	235	Team Sports—Men's Regulations (PR: PE 231)	2
	236	Team Sports—Women's Regulations (PR: PE 231)	2
	237	Gymnastics—Men's Regulations (PR: PE 231)	2
	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
REC	146	Folk and Square Dance	2

Related Science — 7

CHEM	101	General Chemistry	4
PHYS	101	Introduction to Physics	3

Teaching Field in Physical Education

Single Teaching Field 7-12 — 37 sem. hrs.

Course Requirements

Sport Science — 13

PE	*211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	*212	Physiology of Exercise (PR: PE 211)	3
	*313	Mechanical Analysis of Sport (PR: PE 211)	3
	*318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3

Sport Theory — 12

PE	*121	Introductory Seminar in Educational Sport	2
	*222	Foundations of Educational Sport (PR: PE 121)	2
	*223	Evaluation of Instruction in Sport (PR: PE 222)	3
	*324	Educational Sport (PR: PE 222, 223)	3
	*325	Psychomotor Analysis Lab (PR: PE 231 and 324)	2

Sport Laboratory **12**

PE	*231	Early Psychomotor Activities (Majors Only) (PR: PE 121)	2
	*232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	*233	Advanced Aquatics and Lifesaving (PR: PE 121, Majors Only, Consent)	2
			Minimum 8 hours
	*234	Individual and Dual Sports (PR: PE 231)	2
	*235	Team Sports—Men's Regulations (PR: PE 231)	2
	*236	Team Sports—Women's Regulations (PR: PE 231)	2
	*237	Gymnastics—Men's Regulations (PR: PE 231)	2
	*238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
REC	*146	Folk and Square Dance	2

*Must be completed prior to the Initial Performance Practicum.

Subject Specialization K-12 — 43 sem. hrs.

Course Requirements

Sport Science **13**

PE	211	Anatomy and Physiology (PR: Biology 101-102)	4
	212	Physiology of Exercise (PR: PE 211)	3
	313	Mechanical Analysis of Sport (PR: PE 211)	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 211)	3

Sport Theory **13**

PE	121	Introductory Seminar in Educational Sport	2
	222	Foundations of Educational Sport (PR: PE 121)	2
	223	Evaluation of Instruction in Sport (PR: PE 222)	3
	324	Educational Sport (PR: PE 222, 223)	3
	325	Psychomotor Analysis Lab (PR: PE 231, PE 324)	3

Sport Laboratory **12**

PE	231	Early Psychomotor Activities (Majors Only) (PR: PE 121)	2
	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only, Consent)	2
			Minimum 8 hours
	234	Individual and Dual Sports (PR: PE 231)	2
	235	Team Sports—Men's Regulations (PR: PE 231)	2
	236	Team Sports—Women's Regulations (PR: PE 231)	2
	237	Gymnastics—Men's Regulations (PR: PE 231)	2
	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
REC	146	Folk and Square Dance	2

Related Requirements **5**

HTH	204	Health/Safety Seminar	3
PE	431	Methods and Materials in Teaching Physical Education	2

Recreational Leadership

The curriculum of this minor provides a foundation of recreation philosophy, principles and objectives. Field experiences, which are designed to provide practical experience in a variety of recreational settings with various clientele, are included. Elective classes in sport coaching, outdoor recreation, and aquatic activities are provided.

Minor B.A. and B.S. Degrees **25 sem. hrs.**

Course Requirements

REC	141	Introduction to Recreation	3
	143	Outdoor Recreation	3
	144	Group Leadership (PR: REC 141)	3
	145	Program Planning and Organization (PR: REC 141)	2
	146	Folk and Square Dance	2
	301	Day Camp Administration (Summer Sessions Only)	3
PE	234	Individual and Dual Sports	2
SAF	200	Accident Analysis and Emergency Care	2
			Minimum 2 hours
PE	232	Basic Aquatics	2
	233	Advanced Aquatics—Lifesaving	2
	381	Water Safety Instructors	2
			Minimum 2 hours
	235	Team Sports—Men's Regulations	2
	236	Team Sports—Women's Regulations	2

Sport Coaching

This fifteen-hour sequence of courses in Sport Coaching is designed to meet the need in the secondary schools for qualified athletic coaches. It is NOT a B.S. major or minor program, nor is it a separate certificate teaching degree program.

Course Requirements **15 sem. hrs.**

PE	355	Scientific Foundations of Sport Coaching	4
	356	Administration and Coaching of Sport	3
	357	Medical-Legal Aspects of Sport Coaching	2
	358	Techniques of Sport Coaching	6



Language and Literature

(English, French, German, Spanish, Journalism, and Library Science)

English

The English program is designed to provide instruction in the English language and in literature as part of the College's educational program, thereby developing increased proficiency in communication skills and encouraging judgment and appreciation of the values of literature for the individual and for society. It is also intended to provide leadership and constructive influence in promoting literacy and the appreciation of literature in elementary and secondary schools of the state, particularly through the training of English teachers and by seeking to obtain high standards in teacher education. A third aim of the English program is to cooperate with the English departments of all colleges and universities in the state in the effort to promote in the academic community, the state, and the nation an understanding of the importance of languages and literature as an element in liberal education.

Advanced Standing

By reviewing high school records and performances on the ACT, the Registrar will determine eligibility for advanced standing and credit in English. To qualify, a student must have no semester grade of less than B in each of the four units of high school English and a score of 22 or higher on the English part of the ACT.

Major in English—Bachelor of Arts — 30 sem. hrs.

Preliminaries: In addition to the General Studies requirements in English (Eng. 104, 108, 250, 260), the major is required to complete 30 hours in English courses beyond the 200 level, according to the following plan:

Section 1. All students must take English 315, Shakespeare 3
and English 341, Survey of World Literature 3

Section 2. The student must then select one course from each of the following groups:
Group A—353, Eighteenth Century Literature; 420, Seventeenth Century Literature; 421, Chaucer* 3
Group B—311, Literature of the Romantic Period; 312, Literature of the Victorian Period; 346, The British Novel 3
Group C—319, General Semantics; 321, Study of the English Language; 421, Chaucer* 3
Group D—302, Narrative and Descriptive Writing; 413, Expository Writing 3
Group E—347, The American Novel; 350, American Prose; 360, Major American Poets 3
Group F—318, Modern Drama; 343, The Current Scene in Literature 3

*Chaucer may be counted only once, either in Group A or C.

Section 3. Six additional hours must be selected from among the groups in Section 2 or from a combination of those and the following courses 6
322 The Short Story
342 Survey of World Literature (Renaissance to Modern)

348 The Bible as Literature
351 Minority Literature
352 Southern Literature
372 The Art of the Motion Picture
376 Civilisation—A Personal View
422 The British Drama
423 Literary Criticism

ection 4. The following courses can only be taken as open electives and, therefore, would not count toward the required 30 hours.

207 Children's Literature
371 Folk Literature
450 Honors Literature*
460 Independent Studies**

*In order to enter this course, a student must have the consent of the Honors Committee.

**When extreme hardship in scheduling is placed on a student, he or she may ask the chairman f the English Department (who will confer with the chairman of the departmental curriculum com- ittee) to substitute this course for any course above.

Minor in English — 18 sem. hrs.

Preliminaries: In addition to the twelve General Studies semester hours required in Eng- sh (104, 108, 250, 260), the English minor is required to complete 18 hours in English ourses beyond the 200 level, according to the following plan:

Required Courses on the 300-400 level: **18 sem. hrs.**

English 315, Shakespeare 3
English 341, Survey of World Literature 3
One course selected from Groups A or B, above 3
One course selected from Groups C or D, above 3
Two courses, 300-400, selected from any area above, except Section 4 6

OR

Minor in Business and Technical Writing — 18 sem. hrs.

Preliminaries—In addition to the twelve General Studies semester hours required in nglish (104, 108, 250, 260), the English minor taking this option is required to complete 8 hours in English and Journalism courses according to the following plan:

English 109, Technical Report Writing 3
English 309, Advanced Technical Communication 3
English 319, General Semantics 3
English 413, Expository Writing 3
Journalism 240,* Reporting I 3
Journalism 312, Publication Problems 3

*Journalism 240 should be taken before Journalism 312.

Teaching Field in English and Language Arts

English, Single Teaching Field 7-12 — 37 sem. hrs.

Requirements

Journalism	240	Reporting I	3
Education	*300	Reading Process	2
	*304	Developmental Reading	2
English	315	Shakespeare	3

English	319	General Semantics	3
	*321	Study of the English Language	3
	423	Literary Criticism	3

Selective Requirements (choose any two courses from the following group)

English	311	Lit. of the Romantic Period	
	312	Lit. of the Victorian Period	
	353	Eighteenth Century Lit.	6
	420	Seventeenth Century Lit.	
	421	Chaucer	

Selective Requirements (choose one course from each of the following groups)

English	318	Modern Drama	
		or	3
	422	The British Drama	
	346	The British Novel	
		or	3
	347	The American Novel	
	302	Narr. and Descrip. Writing	
		or	3
	413	Expository Writing	
	343	The Current Scene in Lit.	
	351	Minority Literature	3
	352	Southern Literature	
	360	Major American Poets	

Language Arts Subject Specialization 7-9 — 28 sem. hrs.

Requirements

English	207	Children's Literature	3
	315	Shakespeare	3
	319	General Semantics	3
	*321	Study of the English Language	3
	342	Survey of World Literature	3
	343	The Current Scene in Literature	3
Education	*300	Reading Process	2
	*304	Developmental Reading	2

Selective Requirements (choose from each of the following groups)

English	351	Minority Literature	
		or	3
	352	Southern Literature	
	302	Narrative and Descr. Writing	
		or	3
	413	Expository Writing	

Language Arts Subject Specialization 4-8 — 23 sem. hrs.

Requirements

English	207	Children's Literature	3
	302	Narrative and Descr. Writing	3
	319	General Semantics	3
	*321	Study of the English Language	3
	322	The Short Story	3
	360	Major American Poets	3
	*431	Methods of Teaching English	2

Selective Requirements (choose one course from the following group) 3

Library Sci.	210	Lib. Materials for Adolescents
English	341	Survey of World Lit.

English	348	The Bible as Literature
	371	Folk Literature

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

French

Students taking French courses enroll in a program aimed at developing skills in reading, speaking, listening and writing. There is instruction in French civilization, culture, and literature, all aimed at an understanding of the French mind. Students preparing to teach French, and those preparing for fields of international relations and business have available a series of courses in conversation and composition to establish these advanced skills.

French Major

(In collaboration with the Foreign Language Department of West Virginia University)

B.A. and B.A. in Education — 30 sem. hrs.
(Single Teaching Field, Grades 7-12)

Required Courses

(Note that six hours of the starred courses can be taken at West Virginia University, normally during one summer session.) Alternatively, these courses may be taken on the Fairmont State College Campus.

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	3
	202	Intermediate French II	3
	*292	Pro-Seminar. First Option. (France in Perspective and Contemporary Literature, 3 sem. hrs. each)	6
		or	
	**292	Pro-Seminar. Second Option. Conversation and Contemporary French Culture)	6
		or	
	***292	Pro-Seminar. Third Option. (France in Perspective and Contemporary Literature, 3 sem. hrs. each	6
	311	French Composition and Conversation I	3
	312	French Composition and Conversation II	3
	314	French Civilization and Culture	3
	426	Main Currents of French Literature and Culture	3

*France in Perspective and Contemporary Literature are taken as a group on the West Virginia University Campus, normally during one summer session, and are the Pro-Seminar Topics assigned by Fairmont State College.

**Conversation and Contemporary French Culture, for six credit hours, is taken in the West Virginia University French Program Overseas. This is optional, and may be taken instead of the above campus program Options One and Three.

***France in Perspective and Contemporary Literature are taken as a group on the Fairmont State Campus. These Pro-Seminar Topics parallel those in the First Option.

Minor — 24 sem. hrs.

Required Courses — 15

101, 102, 201, 202, and one course from the 311-312 group

Electives **9**

Selected from any of the remaining French courses.

French Subject Specialization, Grades 4-8

Required Courses **20 sem. hrs.**

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	3
	202	Intermediate French II	3
	311	French Composition and Conversation I or French 312 Composition and Conversation II	3
	314	French Civilization and Culture	3
	431	Methods and Materials in Teaching French	2

For any six semester hours, except 101 and 102, of the above courses, French 292 Pro-Seminar, six semester hours, in the West Virginia University French program overseas, in one semester session, may be taken.

German

In today's shrinking world it is increasingly useful—and often necessary—to speak, read, write and understand a foreign language. The German program is designed to foster these skills in the student who seeks to understand and communicate with the millions of people who speak the Germanic tongue. Elementary offerings are basic: Vocabulary, grammar, pronunciation and an introduction to German culture. Intermediate courses build on this foundation and offer opportunities for a deeper understanding of the German people through a continued study of the literature and discussion of current events.

Minor **18 sem. hrs.**

Required Courses

German	101, 102	Elementary German I, II	6
	201, 202	Intermediate German I, II	6

Electives from the following courses:

210	Masterpieces of German Literature	3
230	German Special Topics II	3
301	The German Novelle	3
302	German—Drama and Lyric Poetry	3
303	Special Topics	3

Journalism

The Journalism curriculum provides students with a varied academic program and unlimited choices for practical mass media experience. Academically, students may select from the following Journalism programs:

- **Journalism as a teaching specialization, grades 7-12**—for those who will teach high school journalism and advise school newspapers, yearbooks, magazines, etc. Offered as a single teaching field or teaching major, it requires a minimum of 24 semester hours plus an additional teaching field and departmental recommendation.

- **Journalism as a minor** compatible with any four-year major in either the bachelor of arts or the bachelor of science degrees offered at this college. The minor provides non-teaching students with two options: the 16-hour minor applicable to any baccalaureate degree or as a Pre-Journalism program for students planning to transfer to professional journalism schools; and the 18-hour Technical Writing program, applicable also to any baccalaureate degree, for those who want greater concentration in writing and more latitude in the variety of commercial and industrial writing and editing careers available to them.
- **Journalism as an Interdisciplinary Degree concentration** with at least one other field. Course selection is dependent upon individual career goals and faculty and administrative approval of students' proposals for their individual programs. (See Interdisciplinary Degree information on page 107.)
- **Journalism as part of the Board of Regents' degree** with a combination of coursework and practical experience dependent upon individual programs and administrative approval. (See Board of Regents' degree information on page 108.)

All of these programs provide additional expertise in Journalism through practical experiences through staff work on the award-winning student publications—*The Columns,* the college's weekly newspaper, and *Mound,* the college yearbook, both of which consistently achieve national and state recognition for excellence—and by internships at the local newspaper, the *Times-West Virginian,* where students master usage of video display terminals while gaining reportorial skills as reporters under the supervision of professional journalists.

Students in any of these Journalism programs should consult the Journalism coordinator in 121 Library Building either before enrolling or before the end of their first semester on campus to determine the schedule and sequence of courses and to apply for work on the student publications. Staff work is open to all students.

Journalism courses are open as electives to students in any field. Specific courses are required, however, of students in Graphics/Fine Arts (Journalism 240, 312, 320, and 343); in English Education (Journalism 240); in Radio/Television Communication (Journalism 240, 270, 320, and 334); and in Commercial Design/Graphics Technology (Journalism 320). Students in any of these programs should check with the Journalism coordinator about course sequence and prerequisites, listed with course descriptions elsewhere in this catalog.

Attention should be paid to the fact that completion of Journalism 240 and L240 is necessary before enrolling in Journalism 312, 330, 340, 341, and 343. Enrollees should also be able to type before registering for any of these courses.

Because prospective teachers, both elementary and secondary, need to be aware of the impact of mass communications today, they should consider taking one or more of the introductory courses, such as Reporting I, Communications and Society, The Newspaper and Society, and the History of American Journalism. Secondary teachers, (7-12), whatever their major, may choose Journalism as an additional teaching field.

Those interested in advising school publications should complete the 24 hours required for teacher certification, grades 7-12. Because they deal with communications skills, English majors may find additional hours in journalism beyond the required reporting course helpful. They should consult journalism faculty about additional courses offered by the department.

Designed to meet the needs of both teaching and non-teaching students, the journalism program has five broad objectives; to develop an awareness of the tremendous impact of the mass media on society; to build a knowledge of the history of communications, its importance, laws, ethics and limitations of its freedom; to provide a knowledge of the tools and methods of the communications media; to evaluate data so as to separate facts and truth from chaff, misleading statements, and outright falsehood; and to give practical experience in writing and producing material for the media so that both journalism teaching majors and non-teaching minors are prepared for work in print or broadcast journalism.

Journalism students are urged to elect courses in language, literature, social studies, broadcasting and printing if they plan careers in mass communications. **Non-teaching minors, as well as students with journalism as a teaching specialization, must take active**

parts in publishing the college newspaper, *The Columns,* **and the yearbook,** *Mound,* **in order to receive departmental recommendation.** Completion of course requirements without practical application as staffers on these publications is not sufficient preparation for effective journalists.

Journalism Teaching Field,** Grades 7-12 — 24 sem. hrs.

Course Requirements

Journalism	*240	Reporting I	3
	*270	Communications in Society	2
	*280	History of American Journalism	3
	*312	Publications Problems	3
	320	Principles of Advertising	3
	334	News Photography	2
	*340	Journalism Practice	2
	*343	Copy Editing and Makeup	3

A minimum of three elective hours is required to complete these requirements:

Journalism	271	The Newspaper and Society	3
	330	Advanced Reporting	3
	341	Journalism Practice	2

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

**Students in this field must complete an additional teaching field or specialization for Grades 7-12. Journalism 240 should be followed as soon as possible by Journalism 343 so students will be ready for practical experience working on campus publications.

Pre-Journalism or Journalism Minor, B.A. and B.S. Degrees — 16 sem. hrs.

Journalism	*240	Reporting I	3
	270	Communications in Society	2
	280	History of American Journalism	3
	312	Publications Problems	3
	334	News Photography	2
	343	Copy Editing and Makeup	3

*Journalism 240 should be followed as soon as possible by Journalism 343.

Journalism Minor-Technical Writing Option — 18 sem. hrs.

English	109	Technical Report Writing	3
Journalism	240	Reporting I	3
	343	Copy Editing and Makeup	3
	312	Publications Problems	3
English	319	General Semantics	3

A minimum of three elective hours must be selected from among these courses:

English	413	Expository Writing	3
	309	Advanced Technical Communication	3
	330	Advanced Reporting	3

In addition, the following electives are suggested:

English	309	Advanced Technical Communication	3
	413	Expository Writing	3
Journalism	330	Advanced Reporting	3
	340	Journalism Practice	2
	341	Journalism Practice	2
	320	Principles of Advertising	3
	334	News Photography	2
	*340	Journalism Practice	2
	*343	Copy Editing and Makeup	3

A minimum of three elective hours is required to complete the requirements of the journalism teaching field:

Journalism	271	The Newspaper and Society	3
	330	Advanced Reporting	3
	341	Journalism Practice	2

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

**Students in this field must complete an additional teaching field or specialization for Grades 7-12. Journalism 240 should be followed as soon as possible by Journalism 343 so students will be ready for practical experience working on campus publications.

Library Science

The library science program is designed to meet the needs of students preparing to qualify for state certification as librarians in public schools, students who desire a minor that will prepare them for positions in public, academic, and special libraries, and students who are interested in preparing for graduate study in librarianship. Moreover, other students, regardless of subject interests, can profitably elect courses from Library Science offerings.

Minor — 24 sem. hrs.

Persons holding the Bachelor of Arts or Bachelor of Science degree, with a minor in library science, are prepared for employment in academic, public, or special libraries at the associate level. The library associate performs pre-professional tasks that require maturity of judgment, an appreciation of the philosophy of library service and the ability to respond to the needs of people using the library. This minor also provides the prerequisite requirements of many American Library Association accredited library schools.

Lib. Sci.	120	Introduction to Library Science	3
	200	Reference and Bibliography	3
	210	Library Materials for Adolescents	3
	302	Cataloging and Classification	3
	304	Organization and Administration	3
	400	Library Practice	3
English	207	Children's Literature	3
Education	424	Educational Technology	3

Teaching Field as School Librarian

School—Library Media K-12 — 24 sem. hrs.

The purpose of this program is to prepare students for certification in elementary and secondary school librarianship. This teaching field (K-12) must be selected in combination with a specialization for classroom teaching. Library Science 400 is taken as part of the Initial Performance Practicum.

	*120	Intro. to Lib. Sci.	3
Lib. Sci.	*200	Reference and Bibliography	3
	*210	Library Materials for Adolescents	3
	*302	Cataloging and Classification	3
	*304	Organization and Administration	3
	400	Library Practice	3
English	*207	Children's Literature	3
Education	*424	Educational Technology	3

*Must be completed prior to admission to I.P.P.

Spanish

Students taking Spanish courses enroll in a program aimed at developing skills in reading, speaking, understanding, and writing the Spanish language. Information about the cultures of Spain and Latin America forms a part of the courses offered in the program with the view that there will be increased commercial, political, and cultural contact with the Spanish-speaking peoples of the world.

Minor B.A. and B.S. Degrees **18 sem. hrs.**

Spanish	101	Elementary Spanish I 3
	102	Elementary Spanish II 3
	201	Intermediate Spanish I 3
	202	Intermediate Spanish II 3
	210	Spanish Civilization and Culture 3
	220	Latin American Civilization and Culture 3



Science and Mathematics

(Biology, Chemistry, Geology, Mathematics, Physical Science, and Physics)

Biology

The Department of Biology, Division of Science, program is designed to service both undergraduate non-majors and those pursuing major areas of study in Biological Science leading to either the B.A. in Education or the Bachelor of Science degrees as well as preparatory programs in pre-professional areas. The Department employs a highly specialized staff capable of instructing in specialty areas from Classical Biology to Molecular Biology. Field research and field studies are stressed highly as an integral part of the overall program. Facilities and equipment are available for independent research by students and/or staff.

The Department of Biology is located on the fourth floor of Hunt-Haught Hall which was completed in the summer of 1971. This modern facility consists of eight student laboratories, with modern equipment including closed-circuit TV, three research rooms, a photographic dark-room, animal room, and plant house.

The biology curriculum for both the Bachelor of Science and B.A. in Education has recently been revised so that students are required to complete 8 basic courses in biology designed to provide a comprehensive understanding of biology. Electives may be chosen at the student's discretion.

Advanced undergraduate students are regularly employed as paid laboratory assistants in most classes.

Bachelor of Science Degree

Major **55-57 sem. hrs.**

Required Courses **26 sem. hrs.**

Biology	219	General Zoology	4
	220	Invertebrate Zoology	4
		or	
	221	Vertebrate Zoology	4
	230	General Botany	4
	310	Cell Biology	3
	370	Plant Physiology	4
	380	Genetics	3
	*210	Field Biology	
		or	
	285	Field Zoology	
		or	
	290	Field Botany	3
	490	Seminar in Biology	1

Electives** 10 sem. hrs.

Required Related Courses 19-21 sem. hrs.

Chemistry	101, 102		8
	or		
	***105, 106		10
Physics	101, 102		8
Math	112		
	or		
	higher		3

*Field Zoology 285 or Field Botany 290 may be substituted for Field Biology 210. However, they are only taught during summer terms.

**Ten hours of electives must be selected from the Biology curriculum.

***One unit of high school Chemistry is required for Chemistry 105, 106. Students lacking high school Chemistry must enroll in Chemistry 101 and 102.

Minor — 25 sem. hrs.

Biology	219	General Zoology	4
	220	Invertebrate Zoology	4
		or	
	221	Vertebrate Zoology	4
	230	General Botany	4
	310	Cell Biology	3
	370	Plant Physiology	4
	380	Genetics	3
	*210	Field Biology	
		or	
	285	Field Zoology	
		or	
	290	Field Botany	3

*Field Biology 210 may be substituted with Field Zoology 285 or Field Botany 290. Biology 285 and 290 are taught during summer terms only.

Teaching Field in Biology

Single Teaching Field, Grades 7-12 — 46 sem. hrs.

Required in Biological Science

Biology	*219	General Zoology	4
	*220	Invertebrate Zoology	4
		or	
	*221	Vertebrate Zoology	4
	*230	General Botany	4
	*310	Cell Biology	3
	*370	Plant Physiology	4
	*380	Introduction to Genetics	3
	*210	Field Studies in Biology	3
		or	
	*285	Field Zoology	3
		or	
	*290	Field Botany	3

Electives in Biological Science — 4 sem. hrs.

Required Related Courses

Chemistry	*101, 102	General Chemistry	8
Physics	*101	Introduction to Physics	4
Geology	*102	General Geology	3
Science	431	Met. and Mat. in Teaching Science (offered only second semester of each year)	2

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

**Field Biology 210 may be substituted with Field Zoology 285 or Field Botany 290. Both of these courses are taught during summer term only.

Chemistry

Three programs are available for students who wish to specialize in chemistry:

(1) The B.S. degree with a major in chemistry provides a well-balanced program of courses in the major fields of chemistry, as well as mathematics and physics. A student

completing this program will be able to compete with graduates of most colleges and universities for positions in industry, federal agencies, and graduate schools in chemistry.

(2) The B.A. degree in chemistry includes a less rigorous grounding in mathematics but provides background suitable for employment in chemical or health-related agencies or industrial laboratories. It is an ideal pre-medical curriculum or it can provide a stepping stone to graduate school in biochemistry, pharmacology, or related fields.

(3) The B.A. in Education with a teaching field in chemistry equips the graduate to teach chemistry in any secondary school or to pursue graduate studies in Science Education.

Bachelor of Science Degree

Major **64-67 sem. hrs.**

Required Courses **44 sem. hrs.**

Chemistry	105, 106	Chemical Principles	10
	205	Analytical Chemistry	4
	206	Instrumental Analysis	5
	305, 306	Organic Chemistry	10
	405, 406	Physical Chemistry	8
	440	Intermediate Organic Chemistry	3
	450	Intermediate Inorganic Chemistry	3
	460	Seminar	1

Related courses **20-23 sem. hrs.**

Physics	101, 102	Introduction to Physics	8
Mathematics through Calculus III			12-15

Bachelor of Arts Degree

Major **54 sem. hrs.**

Required Courses **39 sem. hrs.**

Chemistry 105, 106, 205, 206, 305-306 (10 sem. hrs.)
340, 440, 450, 460

Related courses **15 sem. hrs.**

Physics 101, 102
Mathematics 112, 115

Minor **19-20 sem. hrs.**

Required Courses

Chemistry 105, 106 and either 205, 206 or 305, 306 (10 hrs.)

Teaching Field in Chemistry

Single Teaching Field, Grades 7-12 **36 sem. hrs.**

Chemistry	*105, 106	Chemical Principles	10
	*205	Analytical Chemistry	4
	*206	Instrumental Analysis	5
	*305	Organic Chemistry	4
	*340	Physical Approach to Modern Chemistry	3
Physics	*101, 102	Introduction to Physics	8

Science	*431	Meth. and Mat. in Teaching Science (offered only second semester each year) 2
Chemistry	101, 102	
	103	may be substituted for 105, 106 in all programs.

*Courses marked with asterisk must be completed prior to admission to the Initial Performance Practicum.

Geology

Geology is offered as a fulfillment of the General Studies requirement and as an integral part of various science-oriented teaching fields.

Mathematics

Students who major in Mathematics may satisfy the requirements for at least one of four options: (1) The Bachelor of Arts in Mathematics as preparation for graduate study in Mathematics. (2) The Bachelor of Science in Mathematics as a preparation for work in computing or for graduate study in computer science. (3, 4) The Bachelor of Arts in Education (with a single teaching field or a subject specialization) as preparation for teaching Mathematics.

Math 116, 315, 316, and 361 are included in the requirements of each of the first three options and should be completed early in the programs.

It is expected that students will present a minimum of four units of high school mathematics including two units of algebra, one unit of integrated geometry (or equivalent), and a fourth unit requiring algebra and geometry as prerequisites. Students who present less than this expected preparation may be required to complete appropriate lower level courses in addition to the state requirements.

Students should consult with their adviser concerning credit for prerequisites and special examinations for course credit. (See advanced standing credit.)

Major (B.A. Degree) **30 sem. hrs.**

Required Courses **21**

	116	Calculus I 4
	315	Calculus II 4
	316	Calculus III 4
	361	Abstract Algebra 3
	391	Introduction to Analysis 3
	401	Differential Equations 3
Electives in Mathematics		9
(To be selected by student and adviser)		

Major (B.S. Degree) **30 sem. hrs.**

Required Courses **21**

	116	Calculus I 4
	315	Calculus II 4
	316	Calculus III 4
	335	Probability and Statistics 3
	361	Abstract Algebra 3
	362	Linear Algebra 3
Electives in mathematics 6		
(To be selected by student and adviser)		

Related Courses			3
EDP	103	FORTRAN Programming I	3

Minor — 21 sem. hrs.

Required 116, 315, 316 — 12

Electives to be selected with adviser's approval. Three courses from the following with at least one from each group — 9

Group I

	335	Probability and Statistics I — 3
	336	Probability and Statistics II — 3
	342	Numerical Analysis — 3
	362	Linear Algebra — 3
	401	Differential Equations — 3

Group II

	200	Mathematical Logic — 3
	206	Introduction to Theory of Numbers — 3
	361	Abstract Algebra — 3
	391	Introduction to Analysis — 3
	411	Advanced Calculus — 3

Teaching Field in Mathematics

Mathematics Subject Specialization 4-8 — 15 sem. hrs.

Math	210		3
	115		4
	372		
	or		
	323		3
	212		
	or		
	361		3
	431		2

Single Teaching Field 7-12 — 33 sem. hrs.

115	Intermed. Math II	4
116	Calculus I	4
315	Calculus II	4
316	Calculus III	4
361	Abstract Algebra	3
372	Modern Geometry	3
431	Meth. and Mat. Teaching Math	2

Electives from the following courses — 9

200	Mathematical Logic	3
201	Mathematical Logic	3
206	Intro. to Theory of Numbers	3
212	Sets, Relations, and Functions	3
214	History of Math	3
335	Probability and Statistics	3
342	Numerical Analysis	3
362	Linear Algebra	3
375	Topology	3
391	Intro. to Analysis	3
411	Advanced Calculus	3
413	Intro. to Complex Variables	3

Physics—Physical Science

The Department of Physics-Physical Science offers a minor field for students obtaining a Bachelor of Science or a Bachelor of Arts degree. Instruction is offered for students entering professions where a fundamental knowledge of physics is required.

A B.A. in Education degree with a specialization in secondary-school physics is offered with emphasis on promoting inquiry and further study as competency in teaching.

Minor, B.A. and B.S. Degrees — 31 hours

Required Courses

Physics 101, 102, and 310
Physics 320, 321, or 420, 421
Physics 340
Mathematics 112, 115, and 116

Teaching Fields in Physics and General Science

Single Teaching Field

Physics Single Teaching Field, grades 7-12 — 33 sem. hrs.

Chemistry	*101	General Chemistry	4
	*102	General Chemistry	4
Physics	*101	Introduction to Physics	4
	*102	Introduction to Physics	4
	201	Demonstrations in Physics	2
	*310	Electricity and Electronics	4
Electives		Minimum of 6 hours in Physics Chemistry 0-3 hrs. Physics 6-9 hrs.	6
Science	431	Methods and Materials in Teaching Science (offered only second semester of each year)	2

General Science Single Teaching Field 7-12 — 35 sem. hrs.

Biology	*101 and 102 or 103	8
Chemistry	*101-102	8
Geology	*101-102	6
Physics	*101-102	8
	*202	3
Phys. Sci.	431	2

General Science, Subject Specialization 4-8 — 31 sem. hrs.

Phys. Sci.	*100	2
	*103	2
	*105	2
Biology	*101 and 102 or 103	8
	*210 or 285 or 290	3
	*170	4
Phys. Sci.	*201-202	6
	*412	2
	431	2

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Social Science

(Social Studies, History, Geography, Philosophy, Political Science, Criminal Justice, Psychology, and Sociology)

Social Studies

The Social Studies program (comprehensive and subject specialization) is intended primarily for students preparing to teach in the elementary or secondary schools and can be selected only by those seeking a B.A. in Education degree. It is designed to provide an interdisciplinary foundation necessary for teachers entering an integrated social studies program. Students desiring to teach a particular subject such as history, for example, should determine the preparation desirable and augment their program with appropriate elective hours.

Teaching Field in Social Studies

Social Studies Comprehensive 7-12 **57 sem. hrs.**

Core Courses

History	107, 108	6
	111, 112	6
	302	3
	319	3
	341	3
Sociology	110	3
	200	3
Pol. Sci.	103	3
	200	3
Geography	210	3
	305, 315, 330, 340, 350, 360, 370	3
Economics	200	3
Sociology	301	3
Soc. Sci.	499	3
	431	2

In addition, student-teachers are to choose one of the following options:

Option 1. Social Science Advanced Studies **9 sem. hrs.**

These advanced studies in the social sciences allow prospective teachers to explore, understand, and practice the state guidelines for teacher education and the corresponding competencies in greater depth than in introductory core courses. These may be chosen from:

Economics 202, 301, 302, 303
Geography 305, 315, 340, 350, 360, 370
Political Science 201, 203, 205, 303, 304, 305, 310, 404, 410, 411, 412, 413
Sociology 230, 310, 330, 340, 430, 450
Psychology 101, 102, 210, 230, 250, 300, 330, 393, 410, 491, 493, 494, 495
Social Science 431 will be offered only in the spring semester.

History: History courses are developed to contribute to the fulfillment of State guidelines for teacher education. The only exception to this is History 410 Area Study. Since the content of this course is determined by the instructor, it is not possible to guarantee that it

would always contribute to the fulfillment of the state guidelines. History 410 is specifically excluded.

Option 2: A second teaching field outside the social sciences, grades 7-9, 7-12.

Social Studies Subject Specialization 4-8 — 41 sem. hrs.

History	107, 108	6
	111, 112	6
	302	3
	319	3
	341	3
Geography	210	3
Pol. Sci.	103	3
Sociology	110	3
Economics	200	3
Sociology	301	3
Social Studies	431	2
Soc. Sci.	499	3

Social Studies Subject Specialization, grades 7-9 — 42 sem. hrs.

History	107, 108	6
	111, 112	6
	302	3
	319	3
	341	3
Geography	210	3
Pol. Sci.	103	3
Sociology	110	3
Economics	200	3
Sociology	301	3
Soc. Sci.	499	3

In addition, choose one of the following:

History or Sociology	381	3
History	373	3
	371	3
	331	3
Sociology	200	3
Pol. Sci.	200	3
	305	3
Pol. Sci. and Psychology	393	3
Pol. Sci.	404	3

Social Science 431 will be offered only in the spring semester.

Criminal Justice

(Bachelor of Science)

Required Courses — 128 hours

Required Criminal Justice Courses — 15 hours

C.J.	100	Intro. to Criminal Justice	3
	101	Police Operations	3
	206	Introduction to Corrections	3

C.J.	240	Adjudication Process	3
	320	Criminology	3

General Studies Requirements **36 hours**

The following courses in Social Studies are recommended to fulfill the general studies requirement:

History	108	United States History II	3
Pol. Sci.	103	American Government	3
Psychology	101	Intro. to Psychology I	3
Sociology	110	Introductory Sociology	3

Required Courses in Human Behavior and Social Environment **21 hours**

Geography	315	Urban Geography	3
History	343	Urban History	3
Pol. Sci.	204	Intro. to Public Administration	3
	205	State and Local Government	3
	304	American Const. Government and Law	3
	404	Civil Liberties in the U.S.	3
Psychology	210	Personal Adjustment	3
	230	Social Psychology	3
	250	Community Psychology	3
	494	Interpersonal Dynamics	3
Sociology	200	Social Problems	3
	310	Sociology of the Family	3
	340	Juvenile Delinquency	3

Required Courses in Allied Health **4 hours**

EMS	101	Techniques of Emer. Medical Services	4

Criminal Justice Concentration (Select One)
Law Enforcement—General **30 hours**

C.J.	201	Traffic Law Enforcement	3
	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	2
	209	Firearms	2
	210	Firearms Lab	1
	212	Abnormal Behavior and Crisis Intervention	3
	236	Criminal Investigation	3
	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	310	Public and Police Administration	3
	316	Community Relations in Crim. Justice	3
	335	Analysis of Police Operations	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3-6-12
	425	Evaluation of the Criminal Justice System	3
Approved Criminal Justice Electives			4

Security **30 hours**

C.J.	200	Criminalistics	3
	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	3
	209	Firearms	2
	210	Firearms Lab.	1
	212	Abnormal Behavior and Crisis Intervention	3
	236	Criminal Investigation	3
	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	315	Business and Industrial Security	3
Fire Sci.	291	Fire Prevention and Inspection	3

C.J.	410	Research in Criminal Justice	3
	411	Field Practicum	3-6-12
	425	Evaluation of the Criminal Justice System	3
Approved Criminal Justice Electives			5

Corrections **30 hours**

C.J.	202	Principles of Criminal Law I	3
	212	Abnormal Behavior and Crisis Intervention	3
	204	Police Defense Tactics	2
	209	Firearms	2
	210	Firearms Lab	1
	236	Criminal Investigations	3
	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	355	Analysis of Correctional Operations	3
	401	Independent Studies	1-3
	410	Research in Criminal Justice	3
	411	Field Practicum	3-6-12
	420	Juvenile Justice Process	3
	425	Evaluation of the Criminal Justice System	3
Psy.	210	Personal Adjustment	3
Approved Criminal Justice Electives			6

Criminal Justice Elective Courses (other than required in concentration) 4

Minor **18 hours**

Minor in Political Science, Psychology or Sociology recommended.

History

Every field of thought and activity has a history, which is the pattern of its development through time. The work of the historian is to discover patterns of development and to combine them into a coherent exposition and interpretation of human existence. This is done by reasoning inductively from evidences of the past, such as written documents, verbal testimony, and significant physical remains.

The great advances of historical study are:

(1) Emphasis on developmental and evolutionary aspects of human experience.
(2) Examination of many different fields of human activity.
(3) Freedom to select from insights and methods of many other fields.

Major **36 sem. hrs.**

Required Courses

107, 108	United States History	6
111, 112	History of Civilization	6
	History Electives	24

Twelve semester hours in history are to be elected with the adviser's approval and must include at least one course from each of the three groups listed below.

Minor **24 sem. hrs.**

Required Courses

107, 108	United States History	6
111, 112	History of Civilization	6
	History Electives	12

Group I. United States History

302	West Virginia	3
312	Diplomatic History of the United States	3
315	Colonial America	3
316	The American Federal and National Period	3
317	Civil War and Reconstruction	3
318	Gilded Age to the Great Crash	3
319	Recent America	3
320	American Economic History	3
326	American Constitutional Development	3
371	Social History of the United States	3
373	Social History of the American Woman	3
380	Afro-American History and Culture	3
381	Black Man In America	3
390	The Ecology of Man	3

Group II. Topical Studies in World History

250	History of Technology	3
331	Revolutions in History	3
342	Military and Diplomatic History	3
343	Urban History	3
344	Great Leaders of the 20th Century	3
375	Philosophy of History	3

Group III. World—Regional Histories

A. *Western Europe*

305	England	3
325	Medieval Europe	3
330	Early Modern Europe	3
340	Modern Europe	3
341	Recent Europe	3
376	Civilization—A Personal View	3

B. *Eastern Europe*

453	Russia	3

C. *Africa*

355	History of Africa	3

D. *Latin America*

352	History of Latin America	3
455	ABC Powers of Latin America	3

E. *Asia*

424	History of Asia I	3
425	History of Asia II	3

F. *Area Study*

410	Area Study	3

Geography

Geography minors have the opportunity to (1) acquire an introductory background of geography, (2) analyze and explain the interrelations between man and the environment including the physical, cultural, economic, political activities, and problems, the resource base, and (3) study spatial variations in physical, social, economic and political phenomena of major world regions.

Minor B.A. and B.S. Degrees **18 sem. hrs.**

Required Courses in Geography

210	Introduction to Geography	3
305	Economic Geography	3
315	Urban Geography	3

Electives

Any other courses in geography and 101 Geology 9

Philosophy

Philosophy is neither dogma, nor advice for daily living, nor a body of comforting truisms and witty generalizations. Neither is philosophy an attempt to simplify reality, to transform it, nor to explain it away. Rather, philosophy examines the premises on which systematic thought may rest; it explores the types of thought that may be produced in such areas of concern as ethics, politics, aesthetics, metaphysis, and epistemology; and it evaluates the advantages and penalties inherent in various modes and systems of thought. Thus philosophy encourages the thinking person to think well; to develop self-conception and world-view, values, expectations, commitments and loyalties in a rational and realistic manner.

Minor B.A. and B.S. Degrees **15 sem. hrs.**

Required Courses

200	Introduction to Philosophy	3
250	Great Philosophers	3
	Philosophy Electives	9

Political Science

The political science curriculum is designed to provide an understanding of the political process in its many manifestations, including among other things: (1) the structure of the government institutions; (2) the political behavior of individuals and groups; (3) the study of public problems characteristic of modern societies; and (4) a consideration of the interrelationships of institutions at different levels of our own government as well as those of others.

The principal objectives of the Department of Political Science are: (1) to lay the basis for an understanding of governmental and administrative processes for those individuals planning public service careers in national, state, or local government; (2) to convey a facility for the substance and methods of the study of government and politics as preparation for graduate work in political science or public administration; and (3) to provide thorough pre-professional training for those students anticipating law school.

Courses offered in the department allow students to concentrate in broad fields and to develop more specialized programs reflecting their particular interests. Generally, 100-200 level courses are survey courses and 300-400 level courses are specific topic courses. While both the major and minor in political science typically consist of necessary introductory work, the departmental faculty strongly urges students to take 200, 240, and 470. Programs should be planned in consultation with an adviser, and students are encouraged to explore a variety of courses.

Major **30 sem. hrs.**

Required Courses

103	American National Government	3
200	Introduction to Political Science	3
	Electives in Political Science	24

Minor **18 sem. hrs.**

Required Courses

103	American National Government	3
200	Introduction to Political Science	3
	Electives	
	Any other Political Science Courses	12

Psychology

The psychology curricula represent the dynamic place that psychology, the science of behavior, holds in the evolution of academia and society. Through three alternative tracks for a Bachelor of Science Degree and varied course offerings, the curricula meet the demands of majors, minors, the campus community, and the community beyond the campus.

While only one Bachelor of Science Degree in psychology is conferred, there are three alternative tracks from which a major may be chosen.

The general program for majors or minors provides students a sound background of course work in basic psychology that is an excellent preparation for graduate school in psychology or allied behavioral sciences. Further, these courses fulfill a need for understanding and information sought by students and community members dealing with problems of both personal and societal adjustments. There is a minor offered with this track of the curriculum.

The technical programs offer a preprofessional degree in either Community Service or Industrial-Personal Psychology. These programs, founded upon basic psychology courses from the General Program, develop marketable skills that prepare the graduate for a career in the use of psychological techniques and principles applied to the community and industrial situations. There is no minor offered with these tracks.

Students interested in psychology as a major should consult a member of the psychology department during their freshman year for assistance in proper pacing and selection of electives.

Bachelor of Science Alternative Tracks

A. General

Major **37 sem. hrs.**

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
*230	Social Psychology	3
240	Statistics	4
300	Abnormal	3
310	Experimental	3
330	Developmental	3
350	Physiological	3
370	Theories of Learning	3
400	Psychological Assessment	3
460	Seminar	3

*For credit towards a degree or minor in Psychology, this course must be registered under Psychology 230. Credit for both Psychology and Sociology is not permitted.

B. Industrial—Personnel Major — 46 sem. hrs.

Required General Courses — 31 sem. hrs.

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
*230	Social Psychology	3
240	Statistics	4
260	Industrial and Personnel	3
310	Experimental	3
360	Human Learning	3
400	Psychological Assessment	3
460	Seminar	3

Required Technical Courses — 15 sem. hrs.

481	Methods I	3
483	Methods II	3
485	Advanced Psychometrics	3
487	Practicum I	3
489	Practicum II	3

*For credit towards a degree or minor in Psychology, this course must be registered under Psychology 230. Credit for both Psychology and Sociology is not permitted.

C. Community Service Major — 52 sem. hrs.

Required General Courses — 28 sem. hrs.

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
240	Statistics	4
250	Community Psychology	3
300	Abnormal	3
330	Developmental	3
400	Psychological Assessment	3
460	Seminar	3

Required Technical Courses — 12 sem. hrs.

491	Psychopathology of Childhood and Adolescence	3
493	Aging	3
495	Delinquency	3

Any two of the above three

497	Practicum I	3
498	Practicum II	3

Required Elective Courses — 12 sem. hrs.

Usually courses from disciplines outside of Psychology. Electives decided upon in consultation with consent of adviser.

Psychology Minor

While the Psychology minor may interest many as a form of intellectual serendipity or in an inappropriate attempt at self-understanding, its greatest strength and usefulness is a well-coordinated adjunct to the declared discipline of intense study. The psychology curriculum is varied enough that certain courses can offer valuable insights into the relationships between a given major and human behavior. To insure the selection of relevant

courses, students interested in obtaining a psychology minor should discuss their plans with a psychology faculty member before completing more than 9 hours in psychology. Although this is not an institutional requirement, it is in the interest of the student to do so.

Minor — 18 sem. hrs.

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
Any two courses from the 200 level		6
Any two courses from the 300 or 400 levels		6

Social Work

The social work curriculum is designed to prepare graduates for a beginning level of professional practice and/or graduate study. It is a comprehensive major (no minor required) with a strong liberal arts background and extensive theory and practice content in social work. A field placement experience is required during the junior and senior year.

The student will develop a generic base for professional practice including intervention techniques and methods for all client systems. The student is expected to acquire and interpret values as they relate to the social work profession. Professional ethics must be developed with an ability to enhance the social functioning of individuals, families, groups and communities within the helping relationship.

Bachelor of Science—Social Work

Major — 45 sem. hrs.

Social Work	210	Introduction to Social Work	3
	211	Interpersonal Skills Seminar	2
	300	Human Behavior and the Social Environment	3
	302	Social Work Practice	3
	304	Practice Interventions I	3
	400	Social Welfare Policies and Services	3
	402	Practice Interventions II	3
	404	Practice Interventions III	3
	412	Senior Seminar	2
	485	Practicum	1-9*
	488	Practicum	1-12*
Electives in Social Work			6
Required general studies and electives for the social work major:			
Biology	101, 102		8
Political Science	103 and 204 or 205		6
Economics	200 or 201 and 202		3
History	108, 112		6
Psychology	101, 210, 300, 330		12
Sociology	110, 200, 301, 240, 230, 460		18
	450 or History 381 or English 351		3

*Student must register for at least seven (7) hours.

Sociology

General Emphasis Program

The General Emphasis Program will expand a student's ability to question and understand various forms of social interaction in social and cultural systems. Here the department will provide knowledge of the substantive areas of sociology and anthropology, the use of concepts and research techniques of sociological investigation, and background in sociological theory.

Major, General Emphasis — 30 sem. hrs.

Required Courses

110	Introductory Sociology	3
200	Social Problems	3
240	Nonparametric Statistics	3
301	Anthropology	3
460	Methods of Social Research	3
470	Sociological Theory	3

Electives in Sociology — 12

Minor, General Emphasis — 18 sem. hrs.

Required Courses — 9

110	Introductory Sociology	3
200	Social Problems	3
301	Anthropology	3

Electives in Sociology — 9



Technology/Home Economics

Engineering Technologies
Bachelor of Engineering Technology

Students working toward the Bachelor of Science degree in Engineering Technology will be primarily concerned with applying established scientific and engineering knowledge and method. A strong background in mathematics and science is recommended for entry into this program. The curriculum, including general education courses in business, the humanities, science and math, emphasizes the relationships of the various disciplines to technological processes in industry.

B.S. Engineering Technology — 132 sem. hrs.

General Requirements for all Concentrations — 33 sem. hrs.

English

104	Written English	3
108	Advanced Written English	3
109	Technical Report Writing	3
250	Survey of English Literature	3
260	Survey of American Literature	3

Social Science (any 12 sem. hrs.)

200	Economics	3
210	Geography	3
101	Psychology	3
103	Political Science	3
110	Sociology	3
107, 108, 111, or 112	History	3

Fine Arts

100	Speech	3
205	Music Appreciation	2
	or	
207	Beginning Recorder	2
	or	
255	Art Appreciation	2

HPER

Physical Education (any basic activity course)	1

Architectural Engineering Technology — 132 sem. hrs.

General Requirements—Architecture — 28 sem. hrs.

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mec	100	Statics	3
Drf	100	Engineering Graphics	3

Concentration — 71 sem. hrs.

Arc	200	Graphics	3
	210	Design I	4
	230	Architectural History I	3
	250	Design II	4
	260	Architectural History II	3
	310	Construction Details	4
	400	Design III	4

Arc	410	Design IV	4
	420	Urban Design	3
	430	Mechanical and Electrical Systems	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	310	Structural Analysis and Design	3
Mec	200	Strength of Materials	4
Drf	215	Architectural Drafting	4
Art	140	Art Structure and Applied Design	3
	142	Drawing	3
Hm Ec	251	Applied Design	2
Technology Electives (Adviser approved)			6

Civil Engineering Technology — 133 sem. hrs.

General Requirements—Civil — 51 sem. hrs.

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Ind	250	Personnel Problems and Labor Relations	3
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
Saf	201	Occupational Safety	3

Concentration — 49 sem. hrs.

Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	240	Surveying II	4
	260	Fluid Mechanics and Hydraulics	3
	300	Highway Design and Transportation	3
	310	Structural Analysis and Design I	3
	320	Construction Planning, Estimating and Contracts	3
	350	Soils and Foundation Design	3
	440	Structural Analysis and Design II	3
		or	
	460	Water and Waste Water Technology	3
Mec	200	Strength of Materials	4
Ind	300	Engineering Economy	3
Drf	235	Technical Drafting	3
Technology Electives (Adviser approved)			6

Electronics Engineering Technology — 130 sem. hrs.

General Requirements—Electronics — 34 sem. hrs.

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4

Tec	300	Engineering Analysis II	4
Ele	100	Circuit Analysis I	3
Drf	100	Engineering Graphics	3

Concentration — **63 sem. hrs.**

Ele	200	Electronics Shop Practices	3
	210	Circuit Analysis II	2
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3
	260	Communications Systems	3
	270	Microcomputer Systems	3
	300	Advanced Linear Electronics	3
	310	Advanced Microcomputer Systems	3
	400	Senior Electronics Project	3
	410	Data Acquisition and Control Systems	4
Technology Electives (Adviser approved)			24

Graphic Communication Technology — 129 sem. hrs.

General Requirements—Graphic Communication — 28 sem. hrs.

Phy Sci	104	Physics	2
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3
Bus	141	Business Math	3
Acct	201	Principles of Accounting	3
Drf	100	Engineering Graphics	3

Concentration — **68 sem. hrs.**

GCT	100	Graphic Communication Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	250	Graphic Communication Practicum	6
	270	Screen Printing	3
	300	Basic Photography	3
	310	Advanced Continuous Tone Photography	3
	320	Image Transfer Mechanisms II	3
	330	Layout and Design II	3
	340	Image Assembly II	3
	410	Printing Techniques	3
	420	Computer Applications to Graphic Communication	3
Mgt	305	Small Business Management	3
	309	Principles of Management	3
Bus Ed	101	Beginning Typewriting	
		or	
	102	Intermediate Typewriting	2
Technology Electives (Adviser approved)			12

Minor—Graphic Communication Technology — 21 sem. hrs.

GCT	100	Graphic Communication Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3

GCT	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	300	Basic Photography	3

Manufacturing Engineering Technology — 131 sem. hrs.

General Requirements—Manufacturing — 51 sem. hrs.

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3

Concentration — 47 sem. hrs.

Ind	200	Welding	4
	210	Machine Shop	3
	220	Metallurgy	2
	230	Advanced Welding	3
	240	Manufacturing Processes	4
	300	Engineering Economy	3
	310	Plant Layout and Production Control	2
	400	Time and Motion, Quality Control	2
Drf	255	Tool Design	4
Ele	210	Circuit Analysis II	2
	250	AC-DC Machinery and Controls	3
Mec	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3
Technology Electives (Adviser approved)			6

Mechanical Engineering Technology — 130 sem. hrs.

General Requirements—Mechanical — 51 sem. hrs.

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3

Concentration **46 sem hrs.**

Mec	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3
	300	Thermodynamics II	3
	320	Dynamics	3
	330	Heat Transfer I	3
	340	Heating, Air Conditioning and Ventilation	3
	350	Machine Design II	3
	400	Mechanical Measurements	3
	410	Thermodynamics III	3
	430	Heat Transfer II	3
Ele	250	AC-DC Machinery and Controls	3
Technology Electives (Adviser approved)			6

Mining Engineering Technology 133 sem. hrs.

General Requirements—Mining **50 sem. hrs.**

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	102	Introduction to Physics	4
Chem	101	General Chemistry	4
	102	General Chemistry	4
Geo	101	General Geology	3
EDP	100	Introduction to Electronic Data Processing	3
Saf	200	Safety Supervision	3
Ind	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3

Concentration **50 sem. hrs.**

Min	101	Mining Orientation and Computation	1
	200	Mining Methods, Safety and Laws	2
	210	Coal Analysis, Sampling and Preparation	3
	220	Mine Mapping and Surveying	3
	240	Mine Ventilation and Drainage	2
	310	Coal Mine Environment and Ground Control	3
	320	Mine Layout	3
	330	Mining Machinery and Maintenance	3
	410	Advanced Mining Systems and Operations	3
Civ	200	Surveying I	3
Ele	250	AC-DC Machinery and Controls	3
Ind	300	Engineering Economy	2
	420	Heavy Equipment and Fabrication	3
Mec	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
Technology Electives (to be selected from):			6
Bus	308		3
or			
Bus	309		3
Min	400		3
Mec	240		3
Mec	320		3
Civ	290		3
Civ	320		3

Safety Engineering Technology — 128 sem. hrs.

General Requirements—Safety — 51 sem. hrs.

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
Tec	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3

Concentration — 44 sem. hrs.

Saf	200	Safety Supervision	3
	210	Disaster Preparation and Emergency Systems	3
	220	Environmental Hazard Control	3
	230	Introduction to Industrial Hygiene	3
	235	Fire Prevention and Inspection	3
	240	Safety Engineering Design	3
	250	Safety Legislation and Compliance Operations	3
	300	Managing and Evaluating Safety Programs	2
	310	Human Factors in Accident Prevention	3
	400	Industrial Hygiene Controls	3
Mec	200	Strength of Materials	4
Bus	310	Statistics	3
Saf Ed	101	First Aid	2
Technology Electives (Adviser approved)			6

Technology Electives

Any technology course may be used as an elective with adviser approval. Electives may also be selected from the following list:

Tec	100	Technology and Society	2
	199	Special Topics	1-3
	250	History of Technology	3
	299	Special Topics	1-3
	310	Man and Technology	3
	393	Future of Man	3
	399	Special Topics	1-3
	400	Work Experience Seminar	4
	401	Work Experience Lab	8
	410	Guided Design Seminar	1-4
	499	Special Topics	1-3
Min	420	Coal Mining Safety/MESA	12

Minor B.A. and B.S. Degree — 23 sem. hrs.

Ele	100	Circuit Analysis I	3
Mat	100	Materials and Processes	3
Drf	100	Engineering Graphics	3
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3
Technology Electives (Adviser approved)			8

Occupational Health

(Bachelor of Science)

The focus of the degree program is nurtured by the Occupation Safety and Health Act of 1970 as a result of the growing concern regarding the number and severity of occupationally related injuries and illnesses.

As indicated by statistics on the incidence and severity of injuries and illnesses and also by studies in the area of illness and injury prevention, it is evident that safe and healthful working environments and practices do not occur spontaneously, nor by application of "common sense." Specialized help must be available if the incidence of illness and injury is to be reduced.

The primary objective of the proposed program of study is to satisfy the manpower requirements for industrial hygienists in the manufacturing industries of West Virginia.

Total Semester Hours **128-130 sem. hrs.**

Required Related Courses **60 sem. hrs.**

Math			
	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Science			
	101, 102, 103, 170	Biology	15
	101, 102, 103 or 105, 106	Chemistry	12
	205	Chemistry	4
	305, 306	Chemistry	8
	101, 102	Physics	8
Economics			
	200	Economics	3
EDP			
	100	Electronic Data Processing	3
English			
	109	Technical Report Writing	3
Technology			
Tec	290	Engineering Analysis I	4
	400	Work Experience Seminar	4
	401	Work Experience Laboratory	8
	499	Special Topics	1
Ind	250	Personnel Problems and Labor Relations	3
Saf	201	Occupational Safety	3
	220	Environmental Hazard Control	3
	230	Intro. to Industrial Hygiene	3
	320	Toxicology	3
	400	Industrial Hygiene Controls	3
	420	Industrial Hygiene Applications and Practices	3
	430	Epidemiology and Statistics	3

Note: Chemistry 101—4 hrs., 102—4 hrs., and 103—4 hrs. may be substituted for Chemistry 105 and 106.

Curricula for Teaching Fields and Specialization in Technology Education (B.A. Industrial Arts)

The program in Industrial Arts is concerned with the principles and concepts of a technological society. Coursework includes a study of the various concepts of industry such as the application of mechanisms, the influence of automation and mass production, creation of new ideas and products, consumer literacy, efficient application of leisure time and career exploration.

Graduates of the industrial arts education program are certified to teach in the middle, junior and senior high school. The Fairmont plan for preparing industrial arts teachers is a comprehensive course of study in which technical subjects are closely correlated with general education, the sciences, humanities and fine arts.

Students pursuing a single teaching field certification will be required to qualify in a second teaching field.

Students may also select the comprehensive major in which they will select two areas of concentration from those listed below:

Electronics	Construction	Power
Graphic Arts	Woods	
Drafting	Metals	

The program is currently under revision and will be listed in the catalog supplement.

Home Economics

Home Economics is defined as the study of human and material forces that affect families and individuals and the interaction between them. It is a profession having a dual role; first, developing concepts, skills and values that contribute to a rewarding and satisfying life and secondly, utilizing these skills for gainful employment. It has synthesized knowledge from its own research and from the physical, biological and social sciences and will apply this knowledge to the improvement of human life. A broad based program is needed for Home Economics at the undergraduate level including the areas of: clothing and textiles; family relations and child development; foods and nutrition; home management and family economics; and housing and home furnishings. The supporting fields should provide a strong interdisciplinary base in order that students may understand individuals and families in contemporary society.

Curriculum for B.S. in Home Economics

Careers available for graduates of this program include home economist in homemaking, in business (private and public), in extension, in government, and in community service. It also serves as a background degree for a student who desires to do graduate work and become a specialist in child development, foods and nutrition, consumerism and management, clothing and textile, or housing and design.

Major	**128 sem. hrs.**
General Studies	**36**
Required Related Courses	**16**
Required H.E. Courses	**39**

Required Courses

101	Principles of Clothing Construction	3
103	Principles of Clothing Selection	2
201	Principles of Food Selection and Preparation	3

202	Advanced Foods	2
210	Textiles	3
251	Applied Design	2
303	Nutrition	3
310	Family Life Education	3
312	Consumer Education	3
315	Home Management	3
316	Household Equipment	2
318	Home Management Problems	2
320	Home Planning and Furnishing	3
330	Child Care and Development	3
331	Adolescent Development	2

Required Related Courses

Chemistry 101, 102 General Chemistry	8
Biology 101, 102 Intro. to Biology	8

Minor — 26 sem. hrs.

Same requirements as listed under Home Economics Subject Specialization for grades 7-9 (omit Home Ec. 431).

Teaching Fields in Home Economics

Students are prepared to teach in consumer homemaking programs, adult roles and functions, occupational education, and career education in secondary, post-secondary and adult levels.

Major — 128 sem. hrs.

General Studies	**40**
Professional Education	**27**
Comprehensive Vocational Home Economics	**42**

Clothing—Textiles		
*101	Principles of Clothing Construction	3
*103	Principles of Clothing Selection	2
*210	Textiles	3
Human Development and the Family		
*310	Family Life Education	3
*330	Child Development	3
331	Adolescent Development	2
332	Child Development Problem	1
Foods—Nutrition		
*201	Principles of Food Selection and Preparation	3
*202	Advanced Foods	2
*303	Nutrition	3
Home Management—Family Incomes		
*312	Consumer Education	3
*315	Home Management	3
318	Home Management Problems	2
Housing, Home Furnishing, Equipment		
*251	Applied Design	2
316	Household Equipment	2
*320	Home Planning and Furnishing	3

Education

430	Methods in Vocational and Adult Education	2
431	Methods and Materials in Teaching Home Economics	2

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Subject Specialization 4-8 — 26 sem. hrs.

103	Principles of Clothing Selection	2
201	Principles of Food—Selection and Preparation	3
*210	Textiles	2
251	Applied Design	2
305	Nutrition in Public Schools	3
*312	Consumer Education	2
*315	Home Management	2
320	Home Planning and Furnishing	3
330	Child Development	3
331	Adolescent Development	2
431	Methods and Materials in Teaching Home Economics	2

*Courses would have a variable credit value to two hours for the specialization program.

Subject Specialization 7-9 — 29 sem. hrs.

101	Principles of Clothing Construction	2
103	Principles of Clothing Selection	2
201	Principles of Food—Selection and Preparation	3
*210	Textiles	2
251	Applied Design	2
305	Nutrition in Public Schools	3
*310	Family Life Education	2
*312	Consumer Education	3
*315	Home Management	2
320	Housing and Home Furnishing	3
330	Child Development	3
**431	Methods and Materials in Teaching Home Economics	2

*Courses would have a variable credit value of two hours for the specialization program.

**Methods and Materials 431 would not be required for a specialization in a non-teaching program. (Bachelor of Science Minor)



Special Academic Programs

Interdisciplinary Degree

This program will lead to the degree Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies. It is designed to meet the needs of the student whose career and educational goals may not be satisfied by the major fields available at Fairmont State College. This degree allows more flexibility in programming and enables students to gain optimum benefit from the strengths of the institution as they apply to the chosen fields of study.

The Academic Affairs Control Committee, which is chaired by the Vice President for Academic Affairs, is responsible for the overall coordination and control of the program. Division heads and a Coordinating Committee comprised of faculty who hold the rank of assistant professor or higher and who have been approved by the division heads assist in implementing the program.

Students who are interested in this program should contact the Assistant to the Academic Vice President for further information.

Program Stipulations

Title: Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies (concentration).

Admission: Application to the program will be made between the end of the first semester and the beginning of the fifth semester of academic work. Students must have completed at least one semester of academic work as full-time students with an average of 2.0 or better.

Nature of Program:

a. It must contain a strong concentration of 48 semester hours, drawn from at least two disciplines of existing courses which form a logical selection of courses having a clear purpose and aimed at a specific learning outcome, *not* already represented among the major fields available at Fairmont State.
b. At least 24 hours must be taken after admission to the program.
c. The courses must be drawn from major bachelor programs or courses in an associate degree program which are part of the requirements for a baccalaureate degree.
d. Arranged classes are to be avoided.
e. At least one-half of the hours in the concentrated area must be at the upper division level.
f. Up to 12 hours may be earned by appropriate directed research, exhibition, performance, internship, or combination of these. This credit is subject to the existing regulations for similar experience; no experiential credit will be accepted.
g. All requirements of the B.A. or B.S. degrees will apply, including successful completion of the General Education segment, overall grade point average of 2.0, residency requirements, 128 hours required for graduation, and other stipulations to be found in the College catalog. General Studies requirements will be determined by the first concentration area.
h. Elective courses will be used to complete hours required for graduation.
i. Students who anticipate graduate school attendance should check appropriate catalogs to insure that they will qualify for admission.
j. Once a proposal has been approved, it may be amended only by approval.

Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree problem of their choice. At the time of making application, students must be enrolled at their home institutions on a full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived.

Regents Bachelor of Arts Degree Program

The Regents Bachelor of Arts Degree Program is a flexible nontraditional program designed for adults in the belief that they, in their maturity and responsibilities, are distinctly different in their needs. The program can be tailored to fit the needs of those who need a degree for career advancement, those who have an associate degree in a field in which there is no corresponding baccalaureate degree available or those who seek intellectual development and personal fulfillment. The Regents Degree has particular appeal for persons who completed some college work in past years but did not obtain a degree.

Admission

Application for admission should be made to the Coordinator, Regents B.A. Degree Program, Fairmont State College. Applicants must have graduated from high school at least four years before admission to the program. Persons with high school equivalency certificates may be admitted four years after their high school class graduated. If an applicant has previous college credit, failing grades received four years or more before admission to the Regents program are disregarded.

Requirements

To qualify for graduation, candidates must accumulate a total of 128 semester hours of credit with a quality point average of 2.00. At least 40 hours must be at the upper (300 or 400) level. There must be 36 semester hours of General Education in the four areas of (1) Communications, (2) Humanities, (3) Natural Sciences and Mathematics, and (4) Social Sciences, with a minimum of 6 hours in each area. At least 15 semester hours must be taken in the West Virginia state system of higher education. The Regents B.A. is an interdisciplinary degree with no major. The program can be tailored to meet the needs of individual students.

College-Equivalent Credit

A unique feature of the Regents Degree program is the possibility of obtaining college-equivalent credit. Credit may be awarded for learning which has taken place outside of a college if the learning is generally equivalent to that which results from a college course. The learning may have resulted from work experience, on-the-job training, personal study, the pursuit of hobbies, or from a formal vocational program offered outside of a college or university, such as a hospital nursing course or military service training courses. College-equivalent credit is not awarded for all learning or successful life experience, no matter how commendable that experience may be, but only for the acquisition of knowledge or skills equivalent to the knowledge or skills acquired in college courses. An applicant for college-equivalent credit will prepare a portfolio or folder in which is presented in writing a detailed description of the knowledge or skills believed to have been acquired outside of the college setting. Supporting documents such as job descriptions and certificates for the completion of training programs will be included. Directions for portfolio preparation are available for enrolled students. The portfolio will be reviewed by appropriate faculty members at Fairmont State College or by other experts if a field of study not offered by the College is involved. The faculty members will then recommend the hours of credit to be awarded by subject at the upper and lower levels, equating the credit when possible with existing Fairmont State course offerings. An assessment fee has been established by the Board of Regents for the assessment process and for the awarding of college-equivalent credit.

Pre-Professional Curricula

Dentistry	Medicine	Pharmacy	Physical Therapy
Law	Medical Technology	Journalism	

Since the majority of students doing such work will later enter the professional schools at West Virginia University, the courses have been prepared with the idea of meeting the requirements specified by university authorities for their own preprofessional students. Students expecting to enroll in other professional schools should procure a catalog from the school they expect to enter with advanced standing so that the course taken here will meet the requirements they need to meet. The preprofessional field adviser will assist students in making all necessary adjustments.

Pre-Medical and Pre-Dental Curriculum

Students planning to study medicine or dentistry should complete basic science courses as well as a broad range of general education courses with an average of B or better. A student should carefully consult the catalog of the professional school which he plans to attend. At West Virginia University, the School of Medicine requires a minimum of 90 semester hours of undergraduate work exclusive of physical education and ROTC courses for admission. Pre-medical students should work towards fulfilling the requirements for the Bachelor Degree in either biology or chemistry.

The School of Dentistry requires applicants to have completed three or more academic years of work in the liberal arts.

The following courses will meet the minimum requirements for admission to the Schools of Medicine and Dentistry at West Virginia University:

Biol. 219 and 220 or 221	8
Chem. 105, 106	10
Chem. 305, 306	8-10
Eng. 104, 108	6
Physics 101, 102	8

In addition, courses in the humanities and the social sciences are suggested in order to acquire a broadened intellectual background.

Pre-Pharmacy Curriculum

National requirements for the study of pharmacy require five years of study beyond high school. The curriculum requires the completion of two years of pre-pharmacy and three years of study and training in a professional school of pharmacy. Prospective pharmacy students should plan their programs in such a manner as to insure meeting requirements of the particular professional school of pharmacy to which they wish to transfer. The following two-year preparatory program is suggested:

	First Year		*Second Year*	
Course	*Hrs.*	*Hrs.*	*Hrs.*	*Hrs.*
Biology 101, 102	4	4		
Chemistry 105, 106; 305, 306	5	5	4	4
Economics 201, 202			3	3
English 104, 108	3	3		
Math 112, 115*	3	4		
Physics 101, 102			4	4
Electives from Arts and Humanities	3	3	3	3
Electives from Social Sciences			3	3

*Math 116 and 315 are strongly recommended.

Pre-Medical Technology Curriculum

Medical technology is a four-year undergraduate program. The first two years may be taken at Fairmont State College. The entrance requirements of schools of medical technology throughout the nation vary considerably. Students should consult carefully the catalog of the school which they plan to attend. Students who have completed 64 semester hours including the following courses will be eligible for admission to the third year of the medical technology program at West Virginia University.

English	104, 108	Written English	6
Biology	101, 102	Introduction to Biology	8
Chemistry	105, 106	Chemical Principles	10
	205	Analytical Chemistry	8
	305, 306	Organic Chemistry	8
Physics	101, 102	Introduction to Physics	8
Mathematics	112	Intermediate Mathematics I or higher	3
Physical Education			1-2

Courses such as microbiology, biochemistry, and anatomy should not be taken prior to enrollment in the professional school.

Pre-Law Curriculum

Fairmont State College offers no distinct pre-law curriculum. Students who plan to attend law school usually major in history, political science, or business administration.

Pre-Journalism

The journalism minor may also be used in most cases as a pre-journalism curriculum by students planning to transfer at the beginning of their junior year. Students enrolled in

this program should consult the college where they will complete their degree for additional course requirements as Fairmont State does not have an articulation agreement with any school of journalism. The journalism coordinator should be consulted before enrolling in courses beyond the basic reporting course, Journalism 240.

In addition to the basic General Studies courses required for any four-year degree, pre-journalism students should enroll in courses listed with information about the journalism minor. (See page 78.)

Pre-journalism students must participate actively in the publication of the student newspaper, *The Columns,* and the yearbook, *Mound,* in order to receive departmental recommendation.

Pre-Engineering Curriculum

Students planning to study engineering should complete the following course work with a B average or better:

Mathematics	116, 315	8
Chemistry	105, 106	10
English	104, 108	6
Physical Education	100	2
Physics	101, 102	8
Social Science Elective		3
Technology	MEC 100, DRF 100	6
		43

Students are advised to carefully consult the catalog of the engineering school which they plan to attend as Fairmont State does not have an articulation agreement with any school of engineering.

Pre-Physical Therapy

This curriculum is designed to satisfy the course requirements for admission to the professional portion of the curriculum in physical therapy offered by the West Virginia University School of Medicine. The core curriculum requirements must be satisfied, and a total of 62 hours is required for admission to the first professional year. This suggested curriculum plan allows latitude in career choice and is basically compatible with various curricula in the arts and sciences.

First Year

First Semester		Second Semester	
English 104	3	English 108	3
Psychology 101	3	Psychology 102	3
Chemistry 105**	5	Chemistry 106**	5
Phys. Ed.	1	Phys. Ed.	1
Electives*	6	Electives*	6
	18		18

Second Year

First Semester		Second Semester	
Physics 101	4	Physics 102	5
Biology 101	4	Biology 102	4
Psychology 330	3	Psychology Elective	3
Psychology 240	3	Speech Comm. 100	3
Electives*	3	Electives*	3
	17		18

*All electives should be approved by the pre-physical therapy adviser.

**Chemistry 101 and 102 must be taken if the student has not had one unit of high school chemistry.

Education

(Early, Elementary, Secondary, and Special Education)

The education of teachers at Fairmont State College is designed to utilize the cooperative functions of the academic disciplines and the Division of Education. The College believes that adequate preparation for teaching requires a rich and comprehensive experience in general education, a concentration in at least one academic specialization and certain attitudes, knowledges, skills and performances which characterize effective teaching.

The role of today's teacher, as viewed by the College, has changed from that of a "purveyor of information" to a "manager of the learning environment." This change has resulted from integrating humanism and instructional technology to create a frame of reference in which the realization of individualized and personalized learning is paramount.

The overall objective of the College's teacher education program is to produce a graduate with enough experience and expertise to function effectively in the several differentiated roles required of most teachers in today's society. The prospective teacher at the College will actively observe and participate in the varied roles within the overall "manager model" context. The major determinant of the emphasis accorded each role will be determined primarily by the academic specialization the student is pursuing.

There will be significant and extensive changes made in all teacher preparation programs which will directly affect all aspects of the teacher preparation programs from admission to eventual licensure for students who apply for admission to teacher education in the Fall of 1985 and thereafter. The changes will appear in the next appropriate *Catalog Supplement*. The Dean of Teacher Education should be consulted for additional information.

Teaching Curricula

Fairmont State College recommends for professional licensure only those persons who have graduated and have satisfactorily completed a teacher education curriculum approved by the West Virginia Board of Education. The College offers curricula in elementary and secondary teaching leading to the degree of Bachelor of Arts in Education. Students satisfactorily completing a teaching curriculum in a given area will qualify for a Professional Certificate, grades K-12, 1-6, or 7-12. Specializations which may be added include Early Education, Mental Retardation, Behavioral Disorders, Specific Learning Disabilities, Gifted Education and varied academic subject specializations. Students may choose, after consultation with their adviser, from the following programs:

Elementary Education

Students who are qualifying for teaching in an open or self-contained classroom grades 1-6 shall complete the following:

I. **General Studies** (elementary)
II. **Professional Education**
III. **The Diversified Program***

Optional specializations which may be combined with elementary education are:

1. Early Education (preschool children, ages 3-5)
2. Mental Retardation (K-12)
3. Specific Learning Disabilities (K-12)
4. Behavioral Disorders (K-12)
5. Gifted Education (1-6)
6. School Library-Media (K-12)
7. Middle School Specializations (4-8)

Art	Language Arts
French	Mathematics
General Science	Oral Communication
Home Economics	Social Studies
Industrial Arts/Technology	

Note: Student teaching is required in an approved open or self-contained classroom grades 1-6 and in an approved classroom for each additional specialization. Some combinations may require more than eight weeks of student teaching.

*For specific program requirements and additional specializations, see the section of the catalog for the academic division which offers the program, e.g., Art 4-8, see Fine Arts Division.

Secondary Education

Students who are qualifying for teaching in grades 7 through 12 shall complete the following:

I. **General Studies** (secondary)
II. **Professional Education**
III. **Specializations**
 a. One comprehensive specialization to teach in grades 7 through 12 the related subjects which comprise the comprehensive specialization.
 or
 b. Two single subject specializations for grades 7 through 12.
 or
 c. One single subject specialization for grades 7 through 12 and one specialization for grades 7 through 9.
 or
 d. One single specialization for grades 7 through 12 and a specialization K-12 in either School Library-Media or Physical Education.

Secondary Education students select from the following specializations:

1. **7-12 Comprehensive Specializations** (requires no other specializations)

Business Education	Industrial Arts/Technology
Home Economics-Vocational	Social Studies

2. **7-12 Single Specializations** (Requires second specialization for 7-12, K-12, or 7-9)

Art	French	Mental Retardation**
Behavioral Disorders	General Science	Oral Communication
Biology	General Shop	Physical Education
Business Principles	Gifted	Physics
Chemistry	Journalism	Secretarial Studies
English	Mathematics	

3. **7-9 Specializations** (requires second specialization for 7-12, or K-12)

Home Economics	Language Arts	Social Studies

4. **K-12 Specializations** (requires second specialization for 7-9, 7-12, or K-12)

School Library-Media*	Physical Education

*The School Library-Media K-12 may be selected in combination with a specialization for classroom teaching in grades 7-12, 7-9, K-12, or Elementary Education, 1-6.

**The Mental Retardation specialization, K-12, may be used only in combination with Home Economics, 7-12; Industrial Arts, 7-12; Elementary Education, 1-6; Art K-12, P.E. K-12 or Music K-12.

Note: Secondary special methods and student teaching must be consistent with the grade levels and specialization to be named on the license.

The General Studies requirements for Elementary Education also fulfill competencies for the Diversified requirements and are included with the Diversified for the Elementary Specialization in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Grades K through 12

Each student who is qualifying for teaching of Art or Music, grades K through 12 shall complete the following:

I. **General Studies** (secondary)
II. **Professional Education,** to include methods and student teaching of the single subject specialization at both the elementary and secondary levels.
III. **Specialization**
Grades K-12
Art—one comprehensive specialization
or
Grades K-12
Music—one comprehensive specialization

Specific specialization requirements for elementary and secondary education programs are identified in the sections entitled Teaching Curricula listed under the respective academic division which offers the program.

It is the responsibility of candidates for a degree to know and meet the general requirements of the College and the specific requirements of the chosen curriculum. It is the student's responsibility also to keep informed of gradepoint standing. All of this information may be obtained from the student's adviser or the Dean of Teacher Education.

Admission to Teacher Education

Any freshman may enroll in the first professional course, Education 200, Introduction to Education. It is required of all teacher education students; other students may take it as an elective.

The "Student Personal Data Form" is to be completed and filed with the Division of Education before the completion of Education 200. A student will receive a grade of Incomplete in this course until this form is filed. Students are expected, in this course, to make a tentative decision on entering the profession and submit a "*Declaration of Intent*" to the Dean of Teacher Education.

In order to be eligible for enrollment in Education 302, Human Growth and Development, a student must be in good academic standing (not on academic probation). Satisfactory completion of Education 200 and 250 are prerequisites for this course. The required Student Health Form must be on file at this time.

While enrolled in Education 302, those interested in pursuing the Teacher Education program shall make formal application by completing the form, "*Application for Admission to the Teacher Education Program.*" To be accepted, the applicant must (1) have a minimum composite score of 16 on the ACT or have demonstrated acceptable Basic Skills proficiency levels in Reading, English and Mathematics as determined by the Division of Education, (2) have a minimum quality point average of 2.0 overall and in each teaching specialization, (3) have completed or be enrolled in Speech 221, (4) have satisfactorily completed the required written English courses and attained a "C" or better in English 108, (5) at the time of application be passing Education 302, and (6) have a health certificate on file in the Division Office. Also as a part of the process, the applicant must be recommended by the College Health Center, his/her academic adviser, and the Vice President for Student Affairs.

Near the end of the semester in which the student is enrolled in Education 302, the Teacher Education Selection Committee evaluates each student's eligibility for Teacher Education. The student is notified in writing of the Committee's decision: Admitted, Provisionally Admitted, or Not Admitted. Each student shall have the opportunity of appearing before the Committee if he/she disagrees with its decision.

If a student has satisfactorily completed Education 302 and has approval of the Selection Committee, he/she is eligible to enroll in Education 303, Educational Psychology. While in this course, Teacher Education students shall make application for the Initial Performance Practicum.

Initial Performance Practicum

Fairmont State College has adopted the Initial Performance Practicum for scheduling student teaching. In the Initial Practicum one semester of the senior year (approximately 14-15 hours) is reserved for the student in which he/she schedules a block of professional education subjects, including methods and student teaching. The second half of that semester is used exclusively for student teaching in which the daily assignment for student teaching will comprise all hours the cooperating school is in session. In addition to classroom assignment, student teachers will participate in the extracurricular activities of the school and community.

To schedule the I.P.P. a student must meet the requirements for student teaching as described below. The I.P.P. requires exact planning by students and advisers during the early years of the college attendance as well as in the senior year. All general studies requirements of the College as well as the minimum requirements of the teaching specialization must be completed before the I.P.P. can be scheduled.

Eligibility for the Initial Performance Practicum is determined on the basis of these criteria:

1. Completion of 96 semester hours including 12 hours with a G.P.A. of 2.0 in education foundation courses and three-fourths of the required work in each teaching specialization. All courses in the teaching specialization which are marked by an asterisk in this catalog must be completed before admission to the I.P.P.
2. Satisfactory completion of English 108, Advanced Written English, with a minimum grade of C, and Speech 221 with a minimum grade of C.
3. Division approval of the candidate's teaching specialization and the completion of professional education courses which are prerequisite to the I.P.P. courses.
4. Evidence good moral character (i.e., reputation among students, faculty and in the community).
5. Have a 2.5 overall grade point average.
6. Have a 2.2 quality point average in each teaching specialization (includes the Elementary Specialization).
7. Present a statement from the College Health Center showing that the student has been given a physical examination and is physically fit for assignment to student teaching.

Students will not be permitted to schedule courses outside the I.P.P. or extracurricular activities which will in any way interfere with the course work without the consent of the Dean of Teacher Education.

Student Teaching Experience

Student teaching is required in all curricula and is evaluated on a basis of Pass, Incomplete, or Fail. Students must attain a C average in the course work portion of the I.P.P. in order to be eligible for the student teaching experience. Students must complete student teaching at the grade levels and in at least one of the teaching specializations in which they expect to be licensed. At the present time, student teaching experiences are provided in the secondary public school systems. All such experiences are cooperatively administered by college and public school personnel. Due to the uniqueness of the off-campus student teaching experience, a student may be administratively removed, with cause.

National Teacher Examinations

Completion of the National Teacher Examinations is a requirement for graduation and licensure. A report of the NTE scores must accompany the application for license to

the West Virginia Department of Education. If the test scores are not received, the application must be held pending completion of the examinations and receipt of scores. Students should keep in mind that not to be licensed at the time of graduation may subject them to subsequent changes in program requirements if they seek licensure later.

Elementary. Students expecting to be licensed in Elementary Education and an academic specialization must take the Core Battery and the Specialty Area Examination entitled "Education in the Elementary School."

Secondary. Students expecting to be licensed for teaching in grades 7-12 must take the Core Battery and the Specialty Area Examination consistent with the 7-12 specialization to be named on the license. If they expect to be licensed in two 7-12 specializations, they may complete the Specialty Area Examination in either 7-12 specialization.

K-12. A student expecting to be licensed for teaching in grades K-12 must take the Core Battery and the Specialty Area Examination consistent with the K-12 specialization to be named on the license. In order to identify the appropriate testing dates, times, locations, etc., for any given year, students should check the NTE Bulletin for the year in question. NTE Bulletins are available in the office of student affairs.

Summary of Degree Requirements

To meet the requirements for the Bachelor of Arts in Education degree, the candidate must (1) earn a minimum of 128 hours credit in approved subjects with a quality point average of 2.5 or better for all courses attempted and for all professional courses; (2) attain a 2.2 average in each teaching specialization, including the Elementary Specialization, and (3) meet the general and specific requirements set up for the curriculum and teaching specialization(s) he/she elects.

College Recommendation Prerequisite to Certification

College recommendation shall take into consideration Chapter 18A, Section 3, Article 1, of the West Virginia School Law which reads "A certificate to teach shall not be granted to any person who is not a citizen of the United States and is not of good moral character and physically and mentally qualified to perform the duties of a teacher, and shall not have attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued; . . ."

The issuance of an original certificate shall require:

1. The recommendation of the Dean of Teacher Education in consultation with the supervisor of student teachers and chairperson of the department offering the specialization. This recommendation is expected to reflect, in addition to academic criteria, satisfactory performance on the part of the applicant in a typical classroom situation.
2. An official statement by the Dean of Teacher Education that the approved program has been completed in full.

Bachelor of Arts in Education Degree

The General Studies requirement differs for elementary and secondary education programs; however, each consists of forty credit hours as a minimum distributed over humanities, mathematics, natural sciences and physical education and health. The General Studies requirements for elementary education also fulfill competencies for the Diversified requirements and are included with the Diversified for the Elementary Specialization in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Elementary Education

General Studies — 40 hours

Humanities — 17 hours

English 104—Written English 3
108—Advanced Written English 3
250—Survey of English Literature 3
260—Survey of American Literature 3
Speech Communication 221—Classroom Communication 3
Art 255—History and Appreciation of Art
or
Music 205—Music Appreciation or Music 207—Beginning Recorder 2

Social Sciences — 12 hours

Geography 210—Introduction to Geography 3
History 107—United States History I 3
108—United States History II 3
111—History of Civilization I
or
112—History of Civilization II 3

Science and Mathematics — 9 hours

Math 110—Mathematics for Elementary Teachers 3
Physical Science 201—General Physical Science 3
202—General Physical Science 3

Physical Education — 2 hours

Physical Education—Early Psychomotor Development 2

Diversified Program for Self-contained or Open Classroom — 48 hours

Art	*353	Elem. Art Education I 2
	*354	Elem. Art Education II 2
Biology	*101	Introduction to Biology 4
	*102	Introduction to Biology 4
or		
	*103	Introduction to Envir. Biology 4
Health	*100	Personal Health 2
	*400	Health Education for the Elem. School 2
Safety	*200	Accident Analysis and Emer. Care 2
English	*207	Children's Literature 3
Math	*210	Math. for Elem. Teachers II 3
	*323	Math. for Elem. Teachers III 3
Music	*231	Elementary Music I 3
	*232	Elementary Music II 3
Pol. Sci.	200	Intro. to Political Science 3
Economics	200	Economics 3
Sociology	110	Introductory Sociology 3
Education	*300	The Reading Process 2
	*304	Developmental Reading 2
Phys. Sci.	*412	Science in the Elem. School 2

*These courses in the Diversified Program must be completed prior to the Initial Performance Practicum.

Professional Education—Elementary

26 hours

Education	200	Intro. to Education	3
	250	Foun. of American Education	3
	302	Human Growth and Child Development	3
	303	Educational Psychology	3
	402	Mathematics in the Elem. School	2
	403	Language Arts in the Elem. School	2
	404	Social Studies in the Elem. School	2
	405	Corrective Reading	2
	420	Student Teaching Exp. (Elem.)	6

Students who are qualifying for a Professional Certificate, Grades 1-6, may wish to add the Early Education, Special Education Specialization K-12, Library-Media K-12, or Subject Specialization Grades 4-8 (Middle School) to their license.

Elementary Education
Program Options

A. Early Education Specialization — 16 hours

Home Ec.	110	Nutrition	2
P. Ed.	326	Early Psychomotor Development	2
Home Ec.	328	Cognitive/Affective Dev. Child	3
Speech	459	Speech Correction	3
Tech.	320	Elem. School Tech.	2
Education	309	Early Education Curriculum	3
	310	Organization/Admin. Early Ed.	3
	420	Student Teaching Early Education	3**

B. Special Education Specializations

1. Required Common Core Coursework for All Programs

Ed.	220	Areas of Exceptionality in Special Education	3
	221	Education of Exceptional Children	3
			6 hrs.

2. Specialized Coursework

a. Behavioral Disorders K-12

Ed.	311	Behavioral Disorders	3	
	321	Diag., Presc, and Assess. Tech.	3	
	325	Curr. Development in BD	3	
	443	Practicum—BD	3	
	473	Student Teaching—BD	3	
			15	21 hours

b. Mental Retardation K-12

Ed.	320	Intro. to M.R.	3	
	321	Diag., Presc. and Assess. Tech.	3	
	322	Curriculum Development in MR	3	
	440	Practicum—MR	3	
	470	Student Teaching—MR	3	
			15	21 hours

c. Specific Learning Disabilities K-12

Ed.	317	Specific Learning Disabilities	3
	321	Diag., Presc. and Assess. Tech.	3
	324	Curriculum Dev. for SLD	3

Ed. 441	Practicum—SLD	3		
471	Student Teaching—SLD	3		
		15	21 hours	

d. Gifted Education 1-6

Ed. 314	The Gifted and Talented	3		
321	Diag., Presc. and Assess. Tech.	3		
323	Curr. Development for Gifted	3		
442	Practicum—Gifted	3		
472	Student Teaching—Gifted	3		
		15	21 hours	

C. Subject Specializations Grades 4-8***

(May be added to 1-6 Elementary only.) (See course requirements for each specialization in catalog section for that division.)

Art	Language Arts	Science
Home Economics	Mathematics	Social Studies
Industrial Arts	Oral Communications	French

Included in Elementary Program

**Replaces 3 semester hours of Education 420 in Elementary Program.

***Requires Special Methods 431 in the Gr 4-8 specialization. This course must be taken prior to the semester one enrolls in Initial Performance Practicum.

Secondary and K-12 Education

General Studies — 40 hours

Humanities — **Minimum 17 hrs., Maximum 21 hrs.**

English*	104	Written English	3
	108	Advanced Written English	3
	250	Survey of English Literature	3
	260	Survey of American Literature	3
Speech	221	Classroom Communication	3
Art	255	History and Appr. of Art	2
or			
Art	155	Theory of Art (for Art majors)	2
Music	205	Music Appreciation	2
or			
Music	207	Beginning Recorder	2
	**206	Music Appr. (for Music majors)	3

Approved Electives in Humanities:
Art 155*** or 255 or Music 205
or Music 207 (not used above) 2

*Prior to enrolling in English 104, Foundations 101 Basic Communications, is strongly recommended for those who do not meet certain minimum standards.

**Music 206 is for Music majors only.

***Art 155 is for Art majors only.

Social Sciences — **Minimum 12 hrs., Maximum 15 hrs.**

Econ.	200	Economics	3
Geography	210	Intro. to Geography	3
History	107	U.S. History I	3
	108	U.S. History II	3
	111	History of Civilization I	3
	112	History of Civilization II	3
Pol. Sci.	103	American Government	3

Psych.	101	Introduction to Psychology	3
Sociology	110	Introductory Sociology	3

Science and Mathematics **Min. 9 hrs., Max. 12 hrs.**

Math*	205	Fund. Concepts of Math (required)	3
and			
Phys. Sci.			6
	100	Scientific Methodology (required)	2
and select two of the following:			
	101	Astronomy	2
	102	Chemistry	2
	103	Geology	2
	104	Physics	2
	105	History of Physical Science	2
or			
Biology	101	Intro. to Biology	4
	102	Intro. to Biology	4
or			
Biology	103	Intro. to Envir. Biology	4
or			
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
or			
Chemistry	105	Chemical Principles	5
	106	Chemical Principles	5
or			
Geology	101	General Geology	3
	102	General Geology	3
or			
Physics	101	Intro. to Physics	4
	102	Intro. to Physics	4

*Not required for math majors. Math 115 fulfills this requirement.

Physical Education **Minimum 2 hrs.**

P. Ed.	100	Basic Physical Education	1
	101	Basic Physio Conditioning-Health	1

Professional Education-Secondary and K-12 — 27 hrs.

Education	200	Intro. to Education	3
	250	Found. of American Education	3
	302	Human Growth and Child Development	3
	303	Educational Psychology	3
	430	Reading Instruction in the Secondary Content Area	2
	432	Evaluation Techniques in the Secondary School	2
	433	Instruction in the Second. School	3
Sp. Meth.	*431	Special Methods (in subject specialization)	2
Education	450	St. Teaching Exp. (secondary)	6
	421	St. Teaching Exp. (K-12) (elem.)	3
	422	St. Teaching Exp. (K-12) (elem.)	3

*Students electing a comprehensive field must include 431, Methods and Materials in the comprehensive area. If electing to complete two single subject specializations, Methods and Materials may be chosen in either specialization. However, the student teaching assignment must be consistent with the selected Methods and Materials. Should one elect to complete a single subject specialization in grades 7 through 9, one is required to complete Methods and Materials for grades 7 through 12.

Secondary Education
Program Options

A. Grades 7-12, Single Specializations (two specializations required)

	Division
Art	Fine Arts
Behavioral Disorders*	Education
Biology	Science and Mathematics
Business Education, Secretarial	Commerce
Business Education, Business Principles	Commerce
Chemistry	Science and Mathematics
English	Language and Literature
French	Language and Literature
Gifted Education*	Education
General Science	Science and Mathematics
Industrial Arts/Technology	Technology
Journalism	Language and Literature
Mathematics	Science and Mathematics
Mental Retardation**	Education
Oral Communications	Fine Arts
Physical Education	HPERS
Physics	Science and Mathematics

*See specific program requirements as illustrated under Elementary Education Program Options.

**May be added to Home Economics, I.A. Technology grades 7-12 or Art, Music, Physical Education grades K-12 only.

B. Grades 7-12, Comprehensive Specializations (no additional specialization required)

Business Education	Commerce
Home Economics-Vocational	Technology
Industrial Arts/Technology	Technology
Social Studies	Social Science

C. Grades 7-9 Specializations (must be combined with single or comprehensive specialization)

Home Economics	Technology
Language Arts	Language and Literature
Social Studies	Social Science

D. Grades K-12 Specializations

Art—No second specialization required	Fine Arts
Music—No second specialization required	Fine Arts
Physical Education—Must add 7-9, 7-12, or K-12 field.	
School Library-Media—May be added to 7-12 or 1-6	Language and Literature

Community College Component

The Community College Concept

A statewide regional community college system was established in 1972 by the West Virginia Board of Regents in its master plan for the state's higher education in the 1970s. This plan specifically directed Fairmont State College to establish a distinct component "to provide community college education opportunities both on campus and throughout the region."

By the fall of 1974, Fairmont State was on the threshold of this exciting new venture with the creation of Fairmont Community College as a unit of the parent institution. This new sense of direction broadened the commitment of the institution by developing the community college unit to complement the original mission of the College. Having a community college on the campus of an established four-year institution has proved to be mutually reinforcing and supportive.

Seen in historical perspective, the community college concept is an extension and the logical conclusion of the College's traditional goals, which include broadening the base of participation in a democracy of intellect and giving everyone access to postsecondary education. This concept makes it possible for students to fulfill their potential, achieve their aspirations, and advance their education to the limits of their ability.

As a comprehensive community college it provides: academic, vocational/occupational, and general education programs of two years duration; one-year certificates, continuing education courses; and community service programs. The result has been a sharp increase in the number of students who have returned to formal education for reasons of job obsolescence, seeking opportunity to start new careers, or wishing to achieve upward social mobility along a career ladder. The community college takes pride in the diversity of its programs and its commitment to making learning a lifelong process for all age groups on a full-time and part-time student basis.

The college parallel program is composed of the first two years of a traditional liberal arts baccalaureate college education. Associate degree credit may be applied without loss of credit to a four-year baccalaureate degree program. Community college courses are full-fledged college level credit and therefore transferable to baccalaureate level programs. The quality of instruction is identical for two-year and four-year degrees.

Students enrolled in Fairmont State's Community College unit maintain all rights, privileges, responsibilities, and the same use of campus facilities and social and academic resources as those enrolled in four-year degree programs.

Clarksburg Center

Fairmont State College component, Fairmont Community College, added a further commitment to its pledge of providing progress and traditional service to the community, region and state by establishing the Clarksburg Center July 1, 1975. Recently relocated to provide more modern facilities, the Clarksburg Center is located in Colonial Village, 104 East Main Street.

Providing Fairmont State College the opportunity to offer quality education to the Harrison County community, the Clarksburg Center offers academic work leading to a variety of two-year degrees, the Regents B.A. degree and the first two years toward numerous four-year degree programs. Diversified community service classes in the cultural, vocational, avocational and general interest areas are also available through the Clarksburg Center.

The Center's staff provides services for Clarksburg students equivalent to those available to main campus students and includes a full-time professional counselor. Academic, personal, and career counseling is available both day and evening hours. Periodically workshops of interest to students are offered, such as overcoming test and math anxiety, resume writing, job interviewing skills, and time management. Assistance is also available for financial aid, veterans benefits, class scheduling and scholarship services.

Library service for Clarksburg students and faculty became a reality in September, 1977. Adjoining the Clarksburg Center's offices and classrooms, the library is staffed by an assistant librarian and is available to students and faculty during the day and evening hours. The library's basic collections of reference and research materials, in addition to its access of the main campus library collection and inter-library loans, allows the facility to accommodate the needs of most Clarksburg students.

In addition to welcoming the traditional or high school equivalent student, the Clarksburg Center encourages outstanding high school students to enroll in college level courses. As part-time students, they may register for classes at the center, or for those offered by the center at nearby public and private high schools. The center allows students in the Harrison County community to economize on quality education by providing the region with outstanding community college education opportunities.

Open Admissions Philosophy

Fairmont State's Community College operates an "open door" admission policy. Admission is open to all high school graduates as well as to those with equivalent credentials (GED). Even without a high school diploma, individuals may enroll in many of the Community College's continuing education courses, as a special student. This "open door," however, does not guarantee an education to everyone, but it does make it possible for everyone to enter the College and for everyone to have the opportunity to pursue programs in higher education to the limit of his or her ability and particular potential.

The Community College is more concerned with letting students in, than in keeping them out; it is inclusive rather than exclusive in its admission policy.

Eligibility to enroll in the Community College does not necessarily imply eligibility to enter all its degree programs, several of which may be competitive and limited in the number of students admitted.

Since Nursing and the Allied Health fields are selective programs, with limited enrollment, applicants should complete the ACT early and have the high school transcripts forwarded early in the Fall. To insure consideration, applications, test scores and transcripts must be received by December. Students applying for scholarships should have the transcripts forwarded at the conclusion of the first semester of the senior year.

A minimum of 2.0 (C) grade average for all courses attempted and for all courses in the area of specialization is required for graduation with an associate degree or a one year certificate. Students also must have completed at least 15 credit hours at Fairmont State College of the total hours required in an associate degree or 8 credit hours of the total at Fairmont State College required in a certificate program.

Admission Policy—Allied Health Programs

Applications for admission to programs in allied health are accepted through December for the following school year. The application, high school transcript or GED scores, ACT scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and are submitted to the appropriate selection committee for consideration. All complete applications to the EMS, MLT, MRT, and VAT programs which are received before January 31 will be considered. Any application received after that date will be considered only on a space-available basis. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Normally a high school senior should have a score of 22 on the ACT and a 3.3 grade-point average to be accepted into the program. (Strong math and science background is highly recommended.) However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work. Students with a college grade-point average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with GED must still show adequate academic background and ACT scores.

Transportation

As most of these programs required considerable student attendance at off-campus locations, it will be the student's responsibility to provide transportation to all clinical affiliates. The utilization of car pools, when appropriate, is encouraged to help meet the expense of those providing transportation.

Liability Insurance

All Allied Health students are required to have liability insurance. Group policies are handled the first weeks of class each year and the money is paid to the designated college secretary, who forwards it to the insurance company. All admitted students will be notified of the appropriate time to take advantage of the blanket coverage which is offered annually.

Degrees

Associate Degrees

Fairmont State College offers three kinds of two-year associate degrees as part of its Community College:

Associate in Arts (A.A.)

The first two years of the four-year liberal arts general studies requirements designed for those who plan to continue in or transfer to a four-year college or university degree program.

Associate in Science (A.S.)

Intended as either a terminal degree or the first two years of the four-year baccalaureate degree.

Associate in Applied Science (A.A.S.)

Considered a technological program leading directly to employment; also may be applied to either a baccalaureate degree or a transfer program.

Certificate Programs

Certificate programs, which generally take one year or two semesters of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their proficiencies in a specific occupational area. In a certificate program, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of certificate programs may use their credentials to seek immediate employment or they may continue their studies in a degree program.

Degree Programs—See pages 39, 40 for a complete list of Community College Programs.

Associate Degrees as Minors for Baccalaureate Programs

Any successfully completed associate or two-year degree offered within the Community College, except General Studies and the field of the B.A.—B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (non-teaching baccalaureate) degree awarded by Fairmont State College.

Minors Derived From Associate Degree Programs

Several minors that may be used to fulfill the requirements for a minor in B.A. or B.S. (non-teaching baccalaureate) degrees awarded by Fairmont State College have been established from associate degree programs. Each of these minors is located immediately following the associate degree program from which it is derived.

Allied Health programs must be completed in their entirety in order to qualify as minors.

Accounting

(Associate in Science)

The two-year Accounting Associate in Science degree qualifies graduates for work in the accounting field, providing students with the basic tools to carry on day-to-day operations in the accounting departments of individual and corporate business, industries and government agencies.

Current Department of Labor statistics show increased need for accountants despite the fact that many low-level accounting positions may be phased out by computers and other business machines. Data from these machines will require analysis by individuals trained in accounting terminology and procedures. The need for qualified personnel in the tax field and financial reporting will be extensive.

Places of employment:
- Business Organizations
- Industrial Corporations
- Government Agencies
- Independent Accounting Firms

Types of jobs:
- Industrial accountants—general, cost, etc.
- Public Accounting Firms—staff positions
- Government Agencies—financial clerks
- Bookkeepers in small businesses
- Insurance claims adjusters

Two-Year Accounting — 64 sem. hrs.

Required Courses — **47 hrs.**

Business	141	Business Mathematics	3
Accounting	201, 202	Principles of Accounting	6
	203	Accounting Practicum	2
	301, 302	Intermediate Accounting	6
Business	306	Business Law	3
Accounting	406, 407	Federal Income Tax Accounting	6
Economics	201, 202	Economic Principles and Problems	6
EDP	100	Intro. to Electronic Data Processing	3
English	104, 108	Written English	6
Psychology	101	Intro. to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
		or	
	107	Speech Improvement	3

Recommended:

Accounting	404	Cost Accounting	3
Commerce Electives			14

Business

(Associate in Applied Science)

This program is designed to offer students four options to concentrate their studies: (1) Banking, (2) General Business, (3) Insurance, and (4) Real Estate. The objective of the program is twofold: (A) to provide individuals with the opportunity to develop job-related skills while concurrently increasing their awareness of their roles and responsibilities toward society and their profession, and (B) to meet the educational needs of the community by helping meet the requirements for trained manpower in the service region of the College. Specifically, the program is presently designed to allow students to select one of four associate degree options that would provide them with the necessary skills to function professionally in one of the four areas.

Banking Option

Hours Required **66 sem. hours**

Required Courses **51 hours**

Business	102	Intro. to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Business	306	Business Law	3
	307	Business Law	3
Management	308	Personnel Management	3
Marketing	320	Advertising	3
Business	401	Business Finance	3
EDP	100	Intro. to Electronic Data Processing	3
Economics	201	Econ. Principles and Problems	3
	202	Econ. Principles and Problems	3
	303	Money, Credit and Banking	3
English	104	Written English	3
	109	Technical Report Writing	3
Psychology	101	Intro. to Psychology I	3
Speech	100	Intro. to Speech Communication	3

Additional 15 hours to be selected from the following:

Business	380	Principles of Bank Operations	3
	381	Management of Commercial Bank Funds	3
	382	Credit Department Management	3
	383	Bank Investments	3
	384	Bank Management	3
	385	Analyzing Financial Statements	3
	386	Real Estate Finance	3
	388	Installment Credit	3
	389	Law and Banking	3
	390	Negotiable Instruments	3
	391	Marketing for Bankers	3
	392	Trust Functions and Services	3
	393	Savings and Time Deposit Banking	3

Minor B.A. and B.S. Degree **18 sem. hours**

Twelve hours to be selected from the following:

Business	380	Principles of Bank Operations	3
	381	Management of Commercial Bank Funds	3

Business	382	Credit Department Management	3
	383	Bank Investments	3
	384	Bank Management	3
	385	Analyzing Financial Statements	3
	386	Real Estate Finance	3
	388	Installment Credit	3
	389	Law and Banking	3
	390	Negotiable Instruments	3
	391	Marketing for Bankers	3
	392	Trust Functions and Service	3
	393	Savings and Time Deposit Banking	3

Six hours to be selected from the following:

Business	102	Intro. to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Business	306	Business Law	3
	307	Business Law	3
Management	308	Personnel Management	3
Marketing	320	Advertising	3
Business	401	Business Finance	3
EDP	100	Intro. to Electronic Data Processing	3
Economics	201	Econ. Principles and Problems	3
	202	Econ. Principles and Problems	3
	303	Money, Credit and Banking	3

General Business Option

Required Courses **64 sem. hrs.**

Business	102	Intro. to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	304	Marketing	3
Management	305	Small Business Management	3
Business	306	Business Law	3
	307	Business Law	3
Management	308	Personnel Management	3
	309	Principles of Management	3
	314	Office Management	2
Business	401	Business Finance	3
	410	Investments	3
		Business Electives	6
Bus. Ed.	251	Business Communications	2
Economics	201	Econ. Principles and Problems	3
	202	Econ. Principles and Problems	3
English	104	Written English	3
	109	Tech. Report Writing	3
Psych.	101	Introduction to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3

Insurance Option

Required Courses **63 sem. hrs.**

Business	102	Introduction to Business	3
	141	Business Mathematics	3

Accounting	201, 202	Principles of Accounting	6
Business	306, 307	Business Law	6
Management	308	Personnel Management	3
	314	Office Management	2
Business	370	Risk Management	3
	371	Property and Casualty Insurance	3
	372	Life Insurance	3
	373	Casualty Claim Practice	3
	401	Business Finance	3
Business Ed.	251	Business Communications	2
	311	Office Machines	2
EDP	100	Introduction to EDP	3
Econ.	201, 202	Economic Principles and Problems	6
English	104	Written English	3
	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3
Speech	100	Intro. to Speech Communication	3

Insurance Option

Minor B.A. and B.S. Degrees **18 sem. hrs.**
Required Courses **12 sem. hrs.**

Business	370	Risk Management/Introduction to Insurance	3
	371	Property & Casualty Ins.	3
	372	Life Insurance	3
	373	Casualty Claim Practice	3
Elective Hours to be selected from the following			6
Business	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Business	306	Business Law	3
	307	Business Law	3
EDP	100	Introduction to EDP	3
Marketing	205	Salesmanship	3
Management	314	Office Management	3
Business Ed.	251	Business Communications	3
Business	410	Investments	3

Real Estate Option

Required Courses **63 sem. hrs.**

Business	102	Intro. to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	205	Salesmanship	3
Management	305	Small Business Management	3
	314	Office Management	2
Marketing	320	Advertising	3
Business	360	Real Estate Principles and Practices	3
	361	Real Estate Law	3
	362	Real Estate Appraisal	3
Business	386	Real Estate Finance	3
		Business Electives	3
Bus. Ed.	101	Beginning Typewriting	2
	251	Business Communications	2
Economics	201	Econ. Principles and Problems	3

	202	Econ. Principles and Problems	3
	303	Money, Credit and Banking	3
English	104	Written English	3
	109	Technical Report Writing	3
Psych.	101	Intro. to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3

Minor B.A. and B.S. Degrees **18 sem. hrs.**

Required Courses **12 hrs.**

Business	360	Real Estate Principles and Practices	3
	361	Real Estate Law	3
	362	Real Estate Appraisal	3
	386	Real Estate Finance	3

Elective Hours to be selected from the following 6

Business	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	205	Salesmanship	3
Management	305	Small Business Management	3
	314	Office Management	2
Marketing	320	Advertising	3
Bus. Ed.	101	Beginning Typewriting	2
	251	Business Communications	2
Economics	201	Economic Principles and Problems	3
	202	Economic Principles and Problems	3
	303	Money, Credit and Banking	3

Child Care

(Associate in Applied Science)

Child development is the study of the life and development of children. The two-year Associate in Applied Science Degree provides practical experience in working with children in the community agencies as well as college classroom study. Work in the community agencies enables students to become aware of employment possibilities and requirements in these various operations and to apply their classroom work.

The program is designed to prepare middle-professional persons to work in day care centers, Head Start, nursery schools and as aides in public schools. They may also be employed in home-based programs for children, in foster day care homes, or in the various services for children sponsored by industry or government. The program will also prepare the student for the vocation of parenting.

Associate Degree **68 sem. hrs.**

English	104	Written English	3
	109	Tech. Report Writing	3
	207	Children's Literature	3
Allied Health	103	Nursing Procedures for Pedology and Gerontology	3
Biology	170	Anatomy and Physiology	3
Education	220	Areas of Exceptionality in Special Education	3
Psych.	101	Intro. to Psychology	3
Spch. Com.	459	Speech Correction	3
Home Ec.	110	Elementary Nutrition	2
	130	The Child and Community	3
	131	Programs for Early Childhood	3
	132	The Child and Community Prac.	3

	200	Child Care Practicum 6
	201	Principles of Food Selection and Prep. 3
	230	Theory and Practice in Work with Young Children 3
	232	Practicum with Young Children 3
	310	Family Life Education 3
	312	Consumer Education 3
	328	Cognitive Affective Development 3
	330	Child Care and Development 3
	331	Adolescent Development 2
	332	Child Develop. Problems 3

Minor B.A. and B.S. Degrees **25 sem. hrs.**

Home Ec.	130	The Child and Community 3
	131	Programs for Early Childhood 3
	132	The Child and Community Prac. 3
	230	Theory and Practice in Work with Young Children 3
	232	Practicum with Young Children 3
	330	Child Care and Development 3
	332	Child Development Problems 3
Elective Hours to be selected from the following 4		
A.H.	103	Nursing Procedures Ped. and Ger. 3
Education	220	Areas of Except. in Spec. Ed. 3
	300	The Reading Process 3
	424	Educational Tech. 3
English	207	Children's Literature 3
Psych.	330	Developmental 3
Home Ec.	110	Elementary Nutrition 2
	310	Family Life Education 3
	328	Cognitive Affective Development 3
	331	Adolescent Development 2

Clerical

(Associate in Science)

The clerical program is offered for students interested in employment in an office but not interested in taking dictation. Among the duties of a clerk are receiving callers, answering the telephone, handling mail, typing, filing and operating office machines. A one-year certificate is awarded at the completion of the first year for students who wish to terminate their studies at this time.

Places of employment:
- Government agencies
- Insurance companies
- Industrial companies
- Banks

Types of jobs:
- Clerk-typists
- Filing clerks
- Bookkeepers
- Office machine operators
- Receptionists
- Mailroom clerks

Two-Year Clerical Program **64 sem. hrs.**

Required Courses

Business	102	Introduction to Business 3
	141	Business Mathematics 3
Accounting	201	Principles of Accounting 3
	202	Principles of Accounting 3

Bus. Ed.	102	Intermediate Typewriting	2
	103	Records Management	2
	211	Advanced Typewriting	2
	251	Business Communications	2
	311	Office Machines	2
	340	Principles of Word Processing	3
	351	Executive Office Procedures	3
	352	Directed Office Experience	2
English	104	Written English	3
	109	Technical Report Writing	3
Home Ec.	103	Principles of Clothing Selection	2
Psychology	101	Introduction to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
		or	
	107	Speech Improvement	3
Electives*			20

*Bus. Ed. 101 may be utilized as an elective if no previous credit has been earned in this area.

Minor B.A. and B.S. Degrees **21 sem. hrs.**

(Not open to majors in Group D Business Administration.)

Business	102	Introduction to Business	3
	141	Business Mathematics	3
Bus. Educ.	102	Intermediate Typewriting	2
	103	Records Management	2
	251	Business Communications	2
	211	Advanced Typewriting	2
	311	Office Machines	2
	340	Principles of Word Processing	3
	351*	Executive Office Procedures	3
	352*	Directed Office Experience	2

*Specialized courses in office administrative management and office experience may be substituted.

Clerical—One Year Certificate in Applied Science **32 sem. hrs.**

Required Courses

Business	102	Introduction to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Bus. Ed.	102	Intermediate Typewriting	2
	103	Records Management	2
	211	Advanced Typewriting	2
	311	Office Machines	2
	351	Executive Office Procedures	3
	352	Directed Office Experience	2
EDP	100	Intro. to EDP (Suggested Elective)	3
		or	
Elective			1
English	104	Written English	3
	109	Technical Report Writing	3

Criminal Justice

(Associate in Applied Science)

Designed to prepare individuals for effective law enforcement careers, the Law Enforcement program at Fairmont Community College provides the student with a broad

orientation to the entire system of criminal justice. In order to provide for persons with various backgrounds, career aspirations, etc., the program allows students (with adviser assistance and approval) some flexibility in structuring the curriculum to meet their individual interests and needs.

Places of employment:
- Local, county, and state governments
- Industrial commercial security agencies
- Social service agencies

Types of jobs:
- Police officers
- Correctional officers
- Technical and related careers in criminal justice
- Security/loss prevention coordinators
- Private investigators
- Investigators for various governmental and social service agencies
- Enforcement officials for various government regulatory agencies

Criminal Justice — 68 sem. hrs.

English	104	Written English	3
	109	Technical Rept. Writing	3
Spch. Com.	100	Intro. to Speech Communication	3
Pol. Sci.	103	American National Government	3
Psych.	101	Intro. to Psychology	3
	250	Community Psychology	3
Sociology	110	Intro. to Sociology	3
	200	Social Problems	3
E.M.S.	101	Techniques of E.M.S.	4

Criminal Justice Required Courses — 23 sem. hrs.

C.J.	100	Intro. to Criminal Justice	3
	101	Police Operations	3
	202	Principles of Criminal Law I	3
	209	Firearms	2
	211	Field Service Internship	3
	212	Abnor. Behav. and Crisis Intervention	3
	236	Criminal Investigation	3
	240	Adjudication Process	3

Criminal Justice Elective Courses — 12 sem. hrs.

(Adviser approval required)

C.J.	199	Special Topics in	1-12
	200	Criminalistics	3
	201	Traffic Law Enforcement	3
	205	Natural Resource Law	3
	206	Intro. to Corrections	3
	246	Criminal Evidence and Proc.	3
	310	Public and Police Admin.	3
	315	Business and Indust. Security	3
	316	Community Relations in C.J.	3
	355	Analysis of Correctional Operations	3

General Electives — 5 sem. hrs.

Minor B.A. and B.S. Degrees — 24 sem. hrs.

C.J.	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	206	Introduction to Corrections	3
	240	Adjudication Process	3
	320	Criminology	3
Approved C.J. Electives			9

Electronic Data Processing

(Associate in Science)

Job entry training for computer programmers, operators and various data handling job titles requiring computer training is provided. The program places emphasis on marketable skills in the programming of a typical commercial or scientific computer.

Places of employment:
- Government agencies
- Insurance companies
- Banks
- Wholesale business
- Public utilities
- Manufacturing

Types of jobs:
- Computer programmer
- Computer operator
- Keypunch operator

Equipment

DEC PDP 11/40 Computer System on campus.
On-line terminal access to Amdahl 470 and Digital Equipment Corporation Vax II/780 computer systems.

Two-Year EDP — 64 sem. hrs.

Required Courses — 40 sem. hrs.

Accounting	201, 202	Principles of Accounting	6
Management	309	Principles of Management	3
English	104, 108	Written English	6
Math	205	Fundamental Concepts of Math	3
EDP	102	Principles of Computer Programming	3
	103	FORTRAN Programming I	4
	104	Intro. to COBOL Programming	4
	204	Advanced COBOL Programming	4
	220	Business Systems	3
	230	EDP Special Project	4
		or	
	240	Selected Adv. Topics	4

Select at least 12 hours from the following:

EDP	105	EDP Consulting	1
	110	Programming with BASIC	4
	201	Assembler Programming	4
	203	FORTRAN Programming II	4
	206	PL-1	4
	207	RPG	4
Electives			12

Minor, B.A. and B.S. Degrees — 19 sem. hrs.

Required Courses — 15 sem. hrs.

EDP	102	Principles of Computer Programming	3
	103	FORTRAN Programming I	4
	104	Intro. to COBOL Programming	4
	203	FORTRAN Programming II	4
		or	
	204	Adv. COBOL Programming	4

Select 4 additional hours from the following:

EDP	105	EDP Consulting	1
	110	Programming with BASIC	4

EDP	201	Assembler Programming	4
	203	FORTRAN Programming II	4
	204	Adv. COBOL Programming	4
	206	PL-1	4
	207	RPG	4
	220	Business Systems	3
	230	EDP Special Project	4
	240	Selected Adv. Topics	4

Emergency Medical Services*

(Certificate in Applied Science)

The following Emergency Medical Services one-year certificate program was implemented in January 1976. This program is designed to train paraprofessionals to provide emergency medical services commensurate with the needs of the geographic region and consists of three areas of specialization. Upon completion of the program, participants would qualify for examination by the West Virginia Department of Health for (1) EMT certification; (2) paramedic certification; and (3) emergency medical services certification.

A one-year certificate would be awarded upon successful completion of the program.

Emergency Medical Services Program — 38 sem. hrs.

English	104	Written English	3
EMS	101	Techniques of EMS	4
	102	Clinical Practicum	3
	105	Specialized Rescue Techniques	3
	198	Adv. Emergency Care	8
	201	Practicum	4
Biology	170	Anatomy & Physiology	4
Psychology	101	Introduction to Psychology	3
Health	202	Community Health Problems	3
Allied Health	100	Medical Terminology	3

*Admission to this certificate program is limited to active emergency personnel with approval of the program coordinator.

Engineering Technology

These two-year programs prepare students for positions in industry in the occupational areas between the craftsman and the engineer, such as supervisors and technological and engineering assistants. The programs are excellent preparation for students who plan to work toward their baccalaureate degree.

As well as offering a concentration of courses in the technical fields, the curriculum includes general education courses with emphasis on acquiring skills necessary for job entry.

Architectural Engineering Technology — 67 sem. hrs.

(Associate in Science)

General Requirements — 27 sem. hrs.

English	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4

Concentration **40 sem. hrs.**

Mec	100	Statics	3
Drf	100	Engineering Graphics	3
	215	Architectural Drafting	4
Arc	200	Graphics	3
	210	Design I	4
	230	Architectural History I	3
	250	Design II	3
	260	Architectural History II	3
Art	140	Art Structure and Applied Design	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3

Civil Engineering Technology — 67 sem. hrs.

(Associate in Science)

General Requirements **39 sem. hrs.**

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
EDP	100	Introduction to Electronic Data Processing	3
Ind	250	Personnel Problems and Labor Relations	3
Saf	201	Occupational Safety	3
Tec	290	Engineering Analysis I	4

Concentration **28 sem. hrs.**

Mat	100	Materials and Processes	3
Mec	100	Statics	3
	200	Strength of Materials	4
Drf	100	Engineering Graphics	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	240	Surveying II	4

Commercial Design Graphics Technology — 65 sem. hrs.

(Associate in Applied Science)

Eng	104	Written English	3
	109	Technical Report Writing	3
Jour	320	Advertising	3
Drf	100	Engineering Graphics	3
GCT	100	Graphic Communication Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	260	Practicum Commercial/Graphics	6
	300	Basic Photography	3
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	155	Theory of Art	2
	241	Drawing from Life	3

Art	341	Graphics	3
	363	Painting in Watercolor	3
Electives (must be selected from list below):			9
GCT	220	Estimating and Cost Analysis	3
	270	Screen Printing Techniques	3
	310	Advanced Photography	3
	320	Image Assembly II	3
	330	Layout and Design II	3
	340	Image Transfer Mechanisms II	3
	410	Printing Techniques	3
	420	Computer Applications to Graphic Communications	3

Minor, B.A. and B.S. Degree — 33 sem. hrs.

GCT	100	Graphic Communication Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	300	Basic Photography	3
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	241	Drawing from Life	3
	363	Painting in Watercolor	3

Drafting/Design Technology — 68 sem. hrs.

(Associate in Applied Science)

General Requirements — 36 sem. hrs.

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Tec	290	Engineering Analysis I	4

Concentration — 32 sem. hrs.

Mat	100	Materials and Processes	3
Drf	100	Engineering Graphics	3
	205	Technical Illustration	3
	215	Architectural Drafting	4
	225	Descriptive Geometry	2
	235	Technical Drafting	3
	245	Architectural Design	2
	255	Tool Design	4
	265	Blueprint Reading	2
Technical Electives (Adviser approved)			6

Electronics Engineering Technology — 68 sem. hrs.

(Associate in Science)

General Requirements — 36 sem. hrs.

Eng	104	Written English	3
	108	Advanced Written English	3

Eng	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4

Concentration **32 sem. hrs.**

Ele	100	Circuit Analysis I	3
	200	Electronic Shop Practices	3
	210	Circuit Analysis II	2
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3
	260	Communication Systems	3
	270	Microcomputer Systems	3
Drf	100	Engineering Graphics	3

Graphic Communication Technology — 67 sem. hrs.

(Associate in Science)

General Requirements **29 sem. hrs.**

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Econ	200	Introduction to Economics	3
Bus	141	Business Mathematics	3
Acct	201	Principles of Accounting I	3
Phy Sci	104	Physics	2
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3

Concentration **38 sem. hrs.**

Drf	100	Engineering Graphics	3
GCT	100	Graphic Communication Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3
	240	Graphic Arts Photography	3
	250	Graphic Communication Practicum	6
	300	Basic Photography	3
Bus Ed	101 or 102	Beginning or Intermediate Typewriting	2
Management	305	Small Business Management	3
Technology Electives (selected from list below)			6
	GCT 230	Layout and Design I	3
	270	Screen Printing Techniques	3
	320	Image Assembly II	3
	340	Image Transfer Mechanisms II	3
	410	Printing Techniques	3
	420	Computer Applications to Graphic Communications	3

Manufacturing Engineering Technology — 68 sem. hrs.

(Associate in Science)

General Requirements — 36 sem. hrs.

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4

Concentration — 32 sem. hrs.

Ele	100	Circuit Analysis I	3
Mat	100	Materials and Processes	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
	255	Tool Design	4
Ind	200	Welding	4
	210	Machine Shop	3
	220	Metallurgy	2
	230	Advanced Welding	3
	240	Manufacturing Processes	4

Mechanical Engineering Technology — 67 sem. hrs.

(Associate in Science)

General Requirements — 39 sem. hrs.

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4

Concentration — 28 sem. hrs.

Ele	100	Circuit Analysis I	3
	250	AC-DC Machinery and Controls	3
Mat	100	Materials and Processes	3
Drf	100	Engineering Graphics	3
Mec	100	Statics	3
	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3

Mining Engineering Technology — 69 sem. hrs.

(Associate in Science)

General Requirements—Mining — 36 sem. hrs.

Eng	104	Written English	3
	108	Advanced Written English	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Speech	100	Introduction to Speech Communication	3
Geo	101	General Geology	3
Chem	101	General Chemistry	4
Phy	102	Introduction to Physics	4
EDP	100	Introduction to EDP	3
Ind	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4

Concentration — 33 sem. hrs.

Civ	200	Surveying I	4
Drf	100	Engineering Graphics	3
Ele	100	Circuit Analysis I	3
	250	AC-DC Machinery and Controls	3
Mat	100	Materials and Processes	3
Mec	100	Statics	3
	220	Fluid Mechanics	3
Min	101	Mining Orientation and Computation	1
	200	Mining Methods, Safety and Laws	2
	210	Coal Analysis, Sampling and Preparation	3
	220	Mine Mapping and Surveying	3
	240	Mine Ventilation and Drainage	2

Safety Engineering Technology — 68 sem. hrs.

(Associate in Science)

General Requirements — 36 sem. hrs.

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Ind	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4

Concentration — 32 sem. hrs.

Ele	100	Circuit Analysis I	3
Mat	100	Materials and Processes	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
Saf Ed	101	First Aid	2
Saf	210	Disaster Preparedness and Emergency Systems	3
	220	Environmental Hazard Control	3
	230	Introduction to Industrial Hygiene	3
	235	Fire Prevention and Inspection	3
	240	Safety Engineering Design	3
	250	Safety Legislation and Compliance	3

Food Service Management

(Associate in Applied Science)

Preparation for supervisory or middle management positions in the fast-growing hospitality industry is provided by the two-year Food Service Management Degree.

Basic courses for the degree give knowledge of sanitation, equipment, food purchasing, food merchandising and personnel management. Actual on-the-job and laboratory experience are important parts of the 64-hour degree program.

The program allows some flexibility for men and women who have been or are already employed in food service work to have appropriate credit waived. It will also offer opportunities for advancement that may not exist for food service workers without more adequate training:

Places of employment:
- Hotels, motels
- Industrial food management
- Restaurants
- Commercial food processing
- Airlines
- College-school food services
- Cafeterias
- Catering organizations
- Clubs
- Fast food service operations
- Hospitals

Types of jobs:
- Restaurant managements
- Food directors
- Cooks
- Chef's assistants
- Food managers (chain operations)

Food Service Management — 64 sem. hrs.

Accounting	201	Principles of Accounting	3
Business	102	Introduction to Business	3
	141	Business Mathematics	3
EDP	100	Introduction to EDP	3
English	104	Written English	3
	108	Adv. Written English	3
Home Ec.	110	Elementary Nutrition	2
	201	Principles of Food Selection and Prep.	3
	201L	Principles of Food Selection and Prep.	0
	202	Advanced Foods	2
	202L	Advanced Foods Lab	0
	219	Intro. to Food Service	3
	220	Diet Therapy and Com. Nutrition	3
	223	Quantity Foods	3
	224	Practicum I	4
	227	Food & Beverage Merchandising	3
	229	Food Management Seminar	1
	316	Household Equipment	2
Management	308	Personnel Management	3
Phys. Ed.	100	Basic Phys. Education	1
	101	Basic Physio. Cond.-Health	1
Phy. Sci.	102	Chemistry	
	or		
	104	Physics	2
Psychology	101	Introduction to Psychology	3
Sociology	110	Introduction to Sociology	3
Electives			7

Suggested Electives

Business	306	Business Law I	3
Economics	200	Economics	3
Home Ec.	312	Consumer Education	3
	315	Home Management	3
	318	Home Management Problems	2

Management	305	Small Business Management	3
Marketing	304	Marketing	3
Speech	100	Introduction to Speech Communication	3

Minor, B.A. and B.S. Degrees **24 sem. hrs.**

Home Ec.	110	Elementary Nutrition	2
	201	Principles of Food Selection and Prep.	3
	201L	Principles of Food Selection and and Preparation Lab	0
	219	Intro. to Food Services	3
	223	Quantity Foods	3
	224	Practicum I	4
	227	Food & Beverage Merchandising	3
	229	Food Management Seminar	1
	316	Household Equipment	2
Accounting	201	Principles of Accounting	3

General Studies

(Associate of Arts)

The open-ended self-designed nature of the General Studies program offers various options upon its completion by providing semi-professional and technical-occupational students with a minimal general education. With careful selection graduates can continue in any four-year program at Fairmont State or any other four-year college or university.

The General Studies degree meets the needs of individuals undecided about the kind of post high school training that will benefit them most, of people who discover their job skills need updating of those who may have to interrupt their education.

Prospects

- Minimal college degree for those temporarily unable to complete a four-year program.
- Continuation or transfer into four-year degree programs.
- Background in a variety of liberal arts courses which may facilitate career selection.

General Studies* **64 sem. hrs.**

Semester 1

English 104	3
Art 255 or Music 205 or Music 207	2
History or Social Science	3
Physical Education Activity	1
Science or Math	2-5
Elective	3
	14-17

Semester 2

English 108	3
History or Social Science	3

Science or Math 2-5
Electives 5-8
16

Semester 3

English 260 3
History or Social Science 3
Speech Communication 100 3
Electives 7
16

Semester 4

English 250 3
History or Social Science 3
Electives 10
16

The History or Social Science and Science or Math requirements of this program may be fulfilled only by courses that are listed in the General Studies curriculum for the Bachelor of Science (B.S.) Degree.

Interior Decoration

(Associate in Applied Science)

This program is designed for the student who may wish to seek employment as an assistant to an interior decorator or designer; or be employed by retail stores as a consultant to consumers for furniture, draperies, carpeting, floor coverings, or as a coordinator for all interior decorating. This may also be in the housewares areas for implementation of homemaking to make it more aesthetically pleasing and enjoyable. The student may desire to be self-employed. Opportunities in this area are increasing. Successful decorating studios operate in many areas and there exists a need for more in this region.

Interior Decoration **64 sem. hrs.**

English	104	Written English	3
	108	Advanced Written English	3
Art	140	Art Structure and Applied Design I	3
	141	Art Structure and Applied Design II	3
	255	Art Appreciation	2
Home Ec.	140	Intro. to Interior Design	3
	210	Textiles	3
	251	Applied Design	2
	275	Practicum (Interior Decoration)	4
	320	Home Planning and Furnishing	3
	351	Home Arts	3
	371	Prob. in Interior Decoration	4
Business	141	Business Mathematics	3
Marketing	205	Salesmanship	3
	300	Retailing	3
Psychology	101	Intro. to Psychology	3
Speech	100	Intro. to Speech Com.	3
Drf	100	Engineering Graphics	3
	215	Architectural Drafting	4
	245	Architectural Design	2
Tec	410	Guided Design Seminar	4

Minor, B.A. and B.S. Degrees **24 sem. hrs.**

Home Ec.	140	Intro. to Interior Design	3
	210	Textiles	3
	251	Applied Design	2
	275	Practicum (Interior Decoration)	4
	320	Home Planning and Furnishing	3
	371	Prob. in Interior Design	4
Art	255	Art Appreciation	2
Drf	100	Engineering Graphics	3

Medical Laboratory Technology

(Associate in Applied Science)

The Medical Laboratory Technology (MLT) Associate in Applied Science is an affiliated program between Fairmont State College and two cooperating full-time medical institutions, Fairmont Clinic in Fairmont, and United Hospital Center, Inc., in Clarksburg. Two part-time affiliates are also used, Biomedical Laboratories, Fairmont, and Fairmont General Hospital.

In addition to general studies and a common core of Allied Health science courses, 43 credit hours are required in clinical lecture and laboratory experience coordinated with a 12-month hospital-clinical laboratory rotation.

In order to begin the clinical year of the MLT Program, a student must have an overall quality point average of 2.0 plus an overall 2.0 average in the following clinically related subjects: MLT 101 and 102, Chemistry 105 and 106, Biology 170 (Anatomy and Physiology) and 205 (Microbiology). Failure to attain this average results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

Withdrawal from MLT 101 or 102 or Failure of MLT 101 or 102 results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

The MLT Program is designed in accordance with the standards and guidelines outlined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The MLT Program is also accredited by the Committee on Allied Health, Education and Accreditation (CAHEA).

NAACLS, in cooperation with the Committee on Allied Health Education and Accreditation of the AMA, periodically reassesses program strengths and weaknesses.

Upon completion of the required curriculum students are eligible for a national certifying examination.

Because only a limited number of students can be selected each year, applicants are advised to make application by January 31. Admission is based on these factors: high school record, ACT scores, and a personal interview. High school chemistry or its equivalent is also required for admission.

Places of employment:
- Hospitals
- Clinics
- Independent Laboratories
- Physicians' offices
- Public health agencies
- Pharmaceutical firms
- Research institutions

Types of jobs:
- Medical laboratory analysis

Medical Laboratory Technology **73 sem. hrs.**

Semester I

Eng. 104	Written English	3
Math 111	Intro. to Algebra	3
Chem. 105	Chemical Principles	5
MLT 101	Introduction to MLT	3
Bio. 170	Anatomy & Physiology	4

Semester II

English 108	Advanced Written English	3
Chemistry 106	Chemistry Principles	5
Biology 205	Microbiology	4
Psychology 101	Introduction to Psychology I	3
MLT 102	Introduction to MLT	3
		18

(All of the above courses must be completed prior to the clinical year.)

Twelve-Month Clinical Rotation

MLT 200	Clinical Serology Lecture	1
201	Clinical Serology Practicum	1
202	Clinical Biochem. Lecture	5
203	Clin. Biochem. Practicum A	2
204	Clin. Biochem. Practicum B	3
205	Clinical Microbio. Lecture	3
206	Clin. Microbio. Practicum A	1
207	Clin. Microbio. Practicum B	2
208	Clin. Mycology and Parasitology	2
209	Clin. Microscopy Practicum	2
210	Clin. Hematology Lecture	4
211	Clin. Hematology Practicum A	2
212	Clin. Hematology Practicum B	2
213	Immunohematology Lecture	3
214	Immunohematology Practicum A	1
215	Immunohematology Practicum B	2
216	Seminar	1
		37

Medical Record Technology

(Associate in Applied Science)

The Medical Record Technology Program is designed to prepare students to work as medical technicians in health care facilities.

The medical record technician is trained in all functions of the health record service including record analysis, record evaluation, compiling and utilizing census; compiling vital statistics; coding symptoms, diseases and operations according to the current recognized classification system; assist with medical committee procedures; release of confidential information according to policies; abstract registries as well as a variety of health record storage system.

The technician is prepared to accept the responsibility of supervising health record operations in varied health facilities.

The Medical Record Technology Program is accredited by the Committee on Allied Health Education and Accreditation in collaboration with the American Medical Record Association. Graduates of the program are eligible to apply to write the accreditation examination of the American Medical Record Association for the Designation ART—Accredited Record Technician.

In order to continue in the program of Medical Record Technology, a student must have an overall 2.0 average plus an overall 2.0 average in the following subjects: Allied Health 100, 102; Biology 170; MRT 104. To continue in the program a 2.0 overall average must be maintained in the following subjects: MRT 103, 104, 106, 107, 108, 109, 110, 205, 206, 207, 208, and 209. Failure to attain this average results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

Withdrawals from any MRT course or failure of any MRT course results in dismissal from the Program. Readmission is on the basis of reapplication and reacceptance.

Because only a limited number of students can be selected each year, applicants are advised to make application before January 31. Applications received after that date will be considered, but only on a "space available" basis. Individuals admitted to the program will be notified before March 31. Admission is based on these factors: high school records, ACT scores, and college course work (if applicable).

Places of employment:
- Doctors' offices
- Clinics
- Hospitals
- Nursing Homes

Types of jobs:
- Clerks
- Medical Records Transcriptionists

Medical Record Technology — 67 sem. hrs.

Semester I

MRT 103	Directed Practice I	1
104	Introduction to Medical Records	3
AH 100	Medical Terminology	3
SOC 110	Introductory Sociology	3
ENG 104	Written English	3
PSY 101	Introduction to Psychology I	3
Elective		2
		18

Semester II

MRT 110	Legal Aspects of Health Information	3
106	Directed Practice II	2
107	Storage Systems	2
108	Medical Transcription/Word Processing	3
109	Health Care Statistics	3
BIO 170	Anatomy and Physiology	4
		17

Semester III

MRT 205	Classification Systems, Indexes, Registers	5
206	Directed Practice III	3
AH 102	Pathophysiology	3
ENG 108	Advanced Written English	3
EDP 100	Introduction to Electronic Data Processing	3
		17

Semester IV

MRT 207	Health Information Supervision	5
208	Directed Practice IV	3
209	Seminar	2
MAN 314	Office Management	2
Elective		3
		15

Music Merchandising

(Associate in Applied Science)

This degree is intended to provide the music industry with qualified retail personnel in the area of musical merchandising and enable qualified students to prepare themselves adequately for music merchandising careers. The employment needs and placement op-

portunities for competent musically trained personnel with a merchandising background are both regional and national.

In this program, students will receive formal college courses and on-the-job training in approved business establishments. Instruction at the college and on-the-job training will be correlated to provide students with knowledge, skills, and attitudes to reach their career objective.

Required Courses **69 sem. hrs.**

Business	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	205	Salesmanship	3
	300	Retailing	3
Management	305	Small Business Management	3
	308	Personnel Management	3
Marketing	312	Retail Field Experience	4
	320	Advertising	3
Music	105	Piano Class I	1
	105	Piano Class II	1
	109	Theory, Comprehensive	4
	110	Theory, Comprehensive	4
	139	Voice Class I	1
	169 or 173 or 172 I		1
	169 or 173 or 172 II		1
	169 or 173 or 172 III		1
	169 or 173 or 172 IV		1
	107, 141, 177 to 204 Applied I		1
	107, 141, 177 to 204 Applied II		1
	107, 141, 177 to 204 Applied III		1
	107, 141, 177 to 204 Applied IV		1
	206	Music Appreciation for Majors	3
	211	String Class I	1
	213	Brass Class I	1
	215	Woodwind Class I	1
	217	Percussion Class I	1
	251	Instrumental Repair and Maint. I	2
English	104	Written English	3
	108	Advanced Written English	3
Speech Com.	100	Introduction to Speech Com.	3
Electives			4

Nursing

(Associate in Science)

The two-year technical or semi-professional nursing program is designed to prepare beginning practitioners of nursing at the staff level. The curriculum includes a balance between nursing and non-nursing courses. Learning experiences in the college and clinical laboratories make up a major portion of the nursing courses. Clinical laboratories may include the local hospital, clinics, schools, home for aged and the hospital at Weston.

High school chemistry or the equivalent (Physical Science 102) is required for admission to the nursing program.

To enroll in the second year of the program, a student must have an overall average of 2.0 in the nursing courses and an overall average of 2.0 in the following courses: Anatomy and Physiology (Biology 170); Nutrition (Home Economics 110); Microbiology (Biology 205); and Introduction to Psychology I (Psychology 101).

Graduates of the program are eligible to take the West Virginia State Board examination for licensure as registered nurses. A student must have a 2.0 average in nursing to graduate.

Because applications for nursing exceed available space, prospective students are advised to make application by December 31.

Nursing — 74 sem. hrs.

First Term (Fall Semester)

English 104	Written English	3
Nursing 104	Introduction to Pharmacology	1
101	Fundamentals of Nursing	7
Home Ec. 110	Nutrition	2
Biology 170	Anatomy and Physiology	4
		17

Second Term (Spring Semester)

Psychology 101	Introduction to Psychology	3
Nursing 103	Medical-Surgical Nursing	10
Biology 205	Technical Microbiology	4
		17

Summer Session (5 weeks)

Nursing 203	Psychiatric Nursing	6
		6

Fourth Term (Fall Semester)

English 108	Written English	3
Sociology 110	Introduction to Sociology	3
Nursing 202	Medical-Surgical Nursing	10
204	Trends in Nursing	2
		18

Fifth Term (Spring Semester)

Pol. Sci. 103	National Government	3
Nursing 205	Maternity Nursing	5
206	Nursing of Children	5
Elective	(Consent of Adviser)	3
		16

Psychological Service Technician

(Associate in Applied Science)

Developed to meet demands for workers in mental health and applied areas of psychology and human services, the Psychological Service Technician program provides opportunities for individuals interested in psychology careers. Also allowing continuation toward a B.S. degree without loss of time or credits, it assures professional advancement.

The last of five academic semesters include a summer of supervised cooperative work experience in an approved agency.

Students will perform therapeutic-preventive roles and be involved in recognition and assessment of problem behaviors through interviews, observation, testing and program implementation under supervision.

Types of jobs:
- Community action workers
- Caseworker aides
- Psychiatric aides
- Public health aides

Places of employment:
- Public institutions
- Private institutions
- Corrections organizations
- Schools

Types of jobs—*Continued*:
- Mental health aides
- Employment service interviews
- Social security officers
 - claims
 - interviews

Places of employment—*Continued*:
- Drug abuse center programs
- Business and industries
- Mental health centers
- Hospitals

Psychological Service Technician — 64 sem. hrs.

English	104	Written English	3
	108	Advanced Written English	3
		or	
	109	Technical Report Writing	3
Spch. Com.	100	Introduction to Speech Communication	3
	240	Group discussion	3
Sociology	110	Introduction to Sociology	3
Psychology	101	Introduction to Psychology	3
	102	Introduction to Psychology	3
	210	Personal Adjustment	3
	250	Community Psychology	3
		or	
	260	Industrial and Personnel-Psychology	3
	230	Social Psychology	3
	494	Interpersonal Dynamics	3
		Practicum I*	3
		Practicum II*	3
		Psychology Electives	12
		Electives	9
	480	Directed Studies	4

(This is full-time employment for which pay and academic credit is given, if possible.)

*If the Industrial-Personnel emphasis is chosen, then Methods I and II must be taken as psychology-electives along with Practicums I and II (487 and 489) during the third and fourth semester. If Community service is chosen, then Clinical Practicums I and II are taken.

The program is relatively open in that many electives exist. The "open electives" may be used to fulfill basic studies requirements towards a B.S. degree or in pursuing personal interests. The "psychology electives" must be chosen in consultation with the student's adviser and may be from the psychology curriculum or other disciplines. This flexibility will allow for an optimum "student-training—job market" fit. It is in the Practicums and Seminar, where the student education experiences and "real world" demands meet, that an integration occurs under the direction of a faculty member and agency supervisor.

Minor, B.A. and B.S. Degrees — 18 sem. hrs.

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
Any two courses from the 200 Level		6
Any two courses from the 300 or 400 Levels		6

Radio/Television Communication

(Associate in Applied Science)

Designed for students interested in developing skills related to job requirements of entry level positions in the basic production areas of radio and television.

The program runs for five semesters, one of which is a five-week summer semester. Course work is aimed at studio production skills for both radio and television. Emphasis is placed on practical experience gained through regular involvement in on-campus and off-campus practicums.

Places of employment:
- Commercial and Public Radio Stations
- Commercial and Public Television Stations
- Private and Governmental Communication Networks
- Cable Television Operations

Types of jobs:
- Radio or Television Production Technicians
- Educational Production Technicians
- Radio or Television Announcing (assumes evidence of voice talent)
- Communication Dispatch Operators (Police, Rescue Squads, etc.)

Radio/Television — 64 sem. hrs.

Eng.	104	Written English	3
	108	Written English	3
Spch. Com.	107	Speech Improvement	3
	170	Broadcast Production Processes	3
	171	Introduction to Broadcasting	2
	173	Radio/TV Production	4
	270	Radio Announcing	3
	271	Broadcast Practicum	2
	272	Broadcast Practicum	2
	277	Television Graphics	2
	278	Broadcast Studio Maintenance	2
	299	Field Study (Summer between second and third semester or following fourth semester)	6
	371	Advanced Radio/TV Production	4
	379	Independent Study in Broadcast Production	3-6
Theatre	140	Play Production	2
	*148	Theatre Workshop	1
Music	205	Music Appreciation	2
Journalism	240	Reporting I	3
	270	Communications in Society	2
	320	Advertising	3
	334	News Photography	2
		Elective of Choice	4
		One elective from following: Political Science 103 or Psychology 101 or Economics 200 or Sociology 110	3

*Theatre 148 must be taken in the same term with Theatre 140.

Minor, B.A. and B.S. Degrees — 22 sem. hrs.

Required Courses

Spch. Com.	170	Broadcast Production Processes	3
	171	Introduction to Broadcasting	2
	173	Radio/TV Production	4
	270	Radio/TV Announcing	3
	271	Broadcast Practicum	2
	272	Broadcast Practicum	2
	277	Television Graphics	2
	371	Adv. Radio/TV Production	4

Retail Management

(Associate in Science)

Designed to prepare students for careers in middle management positions in large or small retail firms as well as for independent store ownership. Retail Management combines on-campus courses with part-time positions at carefully selected area retail establishments, consistent with individual employment goals.

During the two-year period a minimum of 240 hours of on-the-job training is required, enabling students to put theory into practice while developing competencies through practical experience. Course work emphasizes the functions of marketing, economics, merchandising, operations and management within the retailing field. Students are provided academic, personal and occupational guidance and assistance in finding both full-time and part-time employment.

Places of employment:
- Positions in large and small firms
- Vacation resorts
- Hotels
- Motels
- Wholesale establishments

Types of jobs:
- Independent store ownership
- Management training with retail firms
- Sales—retail and wholesale

Retail Management Curriculum — 64 sem. hrs.

Business	102	Introduction to Business	3
	141	Business Mathematics	3
Accounting	201, 202	Principles of Accounting	6
Marketing	300	Retailing	3
Management	308	Personnel Management	3
Marketing	304	Marketing	3
Management	305	Small Business Management	3
Business	306, 307	Business Law	6
Marketing	320	Advertising	3
	205	Salesmanship	3
	312	Retail Field Experience	4
English	104, 108	Written English	6
Economics	201, 202	Economic Principles and Problems	6
EDP	100	Intro. to Electronic Data Processing	3
Electives			9

Retailing

Minor, B.A. and B.S. Degrees — 18 sem. hrs.

Marketing	205	Salesmanship	3
	300	Retailing	3
	304	Marketing	3
Management	305	Small Business Management	3
	308	Personnel Management	3
Marketing	320	Advertising	3

Secretarial

(Associate in Science)

Two-year secretarial programs provide entry-level training for students desiring secretarial or stenographic employment by preparing them to meet demands of current complex office procedures.

Necessary basic skills, understanding and appreciation of business operations, decision-making, and personality development are studied in this associate degree program that offers four options from which students may choose to enroll:

- Executive Secretarial
- General Secretarial
- Legal Secretarial
- Medical Secretarial

While the general secretary's primary job is taking dictation and transcribing for one or more persons, often in a stenographic pool, the secretary may also have other duties: typing records and filing; answering the phone and receiving callers; opening, reading, and routing mail; operating simple office machines; and composing routine letters. As the secretary improves basic skills, acquires experience and becomes thoroughly familiar with the boss' policies as well as the business, he/she relieves the employer of routine chores and details, planning business trips, arranging appointments and meetings, keeping the calendar, running personal errands, handling personal mail, and even composing some of the correspondence, which requires a thorough knowledge of grammar, punctuation and spelling.

To qualify as an executive secretary, one may be more an assistant to the boss than a secretary. Functioning in an extra-creative job, the secretary performs assignments on his/her own initiative, often directing work of others such as a staff of clerk-typists and secretaries. Thus, the Executive Secretarial program, in addition to basic office skills, requires training in management. The secretary must be able to relieve the boss of routine duties, be the representative in dealing with business matters and have responsibility in planning, decision making and administration.

Legal and Medical Secretarial programs emphasize specialities of the legal and medical professions to enable graduates to function effectively in their respective offices. Those enrolling in the Medical Secretarial program learn to type medical information and acquire a knowledge of medical information, medical terminology, medical shorthand, typing, and medical secretarial practices, which include keeping records, making appointments, billing, collecting fees and being the practitioners' public relations agent. Practical experience is 140 hours.

The Legal Secretarial program emphasizes preparation of briefs, wills, petitions, corporate minutes and similar documents. A minimum of 140 hours in area law offices is required.

Common to all four options are on-campus courses involving basic stenographic skills and on-the-job training in off-campus offices representative of each of the four degree programs.

Places of employment:
- Business, legal and medical offices
- Government agencies
- Insurance firms
- Banks
- Legal departments

Types of jobs:
- Stenographers
- Secretaries
- Executive Secretaries
- Clerical positions

Two-Year Executive Secretarial — 64 sem. hrs.

Required Courses

Business	102	Introduction to Business	3
	141	Business Mathematics	3
	306	Business Law	3
Management	314	Office Management	2
Bus. Ed.	102	Intermediate Typewriting	2
	103	Records Management	2
	202	Intermediate Shorthand	4
	204	Secretarial Accounting	3
	211	Advanced Typewriting	2

Bus. Ed.	212	Executive Typewriting	2
	251	Business Communications	2
	301	Advanced Shorthand and Transcription	4
	302	Advanced Shorthand and Transcription	4
	311	Office Machines	2
	314	Executive Dictation and Transcription	2
	340	Principles of Word Processing	3
	351	Executive Office Procedures	3
	352	Directed Office Experience	2
EDP	100	Intro. to Electronic Data Processing	3
English	104	Written English	3
	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3
Speech Com.	100	Intro. to Speech Communication	3
Electives*			1

*Bus. Ed. 101 may be utilized as an elective if no previous credit has been earned in this area.

Two-Year General Secretarial — 64 sem. hrs.

Required Courses

Business	102	Introduction to Business	3
	141	Business Mathematics	3
Bus. Ed.	102	Intermediate Typewriting	2
	103	Records Management	2
	202	Intermediate Shorthand	4
	204	Secretarial Accounting	3
	211	Advanced Typewriting	2
	251	Business Communications	2
	301	Advanced Shorthand and Transcription	4
	302	Advanced Shorthand and Transcription	4
	311	Office Machines	2
	314	Executive Dictation and Transcription	2
	340	Principles of Word Processing	3
	351	Executive Office Procedures	3
	352	Directed Office Experience	2
English	104	Written English	3
	109	Technical Report Writing	3
Home Ec.	103	Principles of Clothing Selection	2
Psychology	101	Introduction to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
		or	
Spch. Com.	107	Speech Improvement	3
Electives*			9

*Bus. Ed. 101 and 201 may be utilized as electives if no previous credit has been earned in these areas.

Two-Year Legal Secretarial — 64 sem. hrs.

Required Courses

Business	102	Introduction to Business	3
	141	Business Mathematics	3
	306	Business Law	3
	307	Business Law	3
Management	314	Office Management	2
Bus. Ed.	102	Intermediate Typewriting	2
	103	Records Management	2
	202	Intermediate Shorthand	4
	204	Secretarial Accounting	3
	211	Advanced Typewriting	2

Bus. Ed.	213	Legal Typewriting	2
	251	Business Communications	2
	301	Advanced Shorthand and Transcription	4
	307	Advanced Legal Shorthand and Trans.	4
	311	Office Machines	2
	315	Legal Dictation and Transcription	2
	340	Principles of Word Processing	3
	353	Legal Office Procedures	3
	354	Legal Office Experience	2
EDP	100	Intro. to Electronic Data Processing	3
English	104	Written English	3
	109	Technical Report Writing	3
Spch. Com.	100	Intro. to Speech Communication	3
*Electives			1

*Bus. Ed. 101 and 102 may be utilized as electives if no previous credit has been earned in these areas.

Two-Year Medical Secretarial — 64 sem. hrs.

Required Courses

Biology	170	Anatomy and Physiology	3
Business	141	Business Mathematics	3
Management	314	Office Management	2
All. Health	100	Medical Terminology	3
Bus. Ed.	102	Intermediate Typewriting	2
	103	Records Management	2
	202	Intermediate Shorthand	4
	204	Secretarial Accounting	3
	211	Advanced Typewriting	2
	214	Medical Typewriting	2
	251	Business Communications	2
	301	Advanced Shorthand and Transcription	4
	304	Adv. Med. Shorthand and Transcription	4
	311	Office Machines	2
	316	Medical Dictation and Transcription	2
	340	Principles of Word Processing	3
	355	Medical Office Procedures	4
	356	Medical Office Experience	2
English	104	Written English	3
	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
*Electives			3

*Bus. Ed. 101 and 201 may be utilized as electives if no previous credit has been earned in these areas.

One-Year Certificate—Secretarial in Applied Science — 32 sem. hrs.

Required Courses

Bus. Ed.	102	Intermediate Typewriting	2
	103	Records Management	2
	201	Beginning Shorthand	4
	202	Intermediate Shorthand	4
	211	Advanced Typewriting	2
	251	Business Communications	2
	311	Office Machines	2
	351	Executive Office Procedures	3
	352	Directed Office Experience	2
EDP	100	Intro. to Electronic Data Processing	3

English	104	Written English	3
	109	Technical Report Writing	3

Social Service Technology

(Associate in Applied Science)

The two-year program in Social Service Technology is designed to train paraprofessional social workers to meet the growing manpower needs of the social service system.

Curriculum content has its major emphasis in the theory and practice of human service systems. Background knowledge in the social sciences and elective time to be used to develop expertise in a specific area or field of service delivery is included.

A practicum is required during two semesters where the student will be placed in a local public or private agency for an educationally directed experience of service delivery.

Social Service (Social Work) Technology — 64 sem. hrs.

English	104	Written English	3
	109	Technical Report Writing	3
Health	100	Personal Health	2
Spch. Com.	100	Intro. to Speech Communication	3
Psychology	101	Introduction to Psychology	3
Pol. Sci.	103	American Government	3
History	108	U.S. History II	3
Business	141	Business Mathematics	3
Sociology	110	Introduction to Sociology	3
	200	Social Problems	3
Social Work	210	Introduction to Social Work	3
	211	Interpersonal Skills Seminar	2
	302	Social Work Practice	3
	304	Practice Intervention I	3
Social Service Tech.	201	Practicum	1-12
Social Work Electives			3
Electives*			9

*Electives courses should be selected with adviser consultation to meet the career objectives of the student.

Minor, B.A. and B.S. Degrees — 21 sem. hrs.

Sociology	200	Social Problems	3
Social Work	211	Interpersonal Skills Seminar	2
	302	Social Work Practice	3
	304	Practice Interventions I	3
Social Work Electives			4
Social Service Tech.	201	Practicum	6

Veterinary Assistant Technology

(Associate in Applied Science)

The Veterinary Assistant Technology Program trains individuals for their own career as Animal Health Technicians (A.H.T.) in the very dynamic field of veterinary medicine. This is not a pre-veterinary medicine course of study. As assistants to veterinarians,

A.H.T.'s are involved in all aspects of animal health, disease, and welfare. Most graduates are employed in a private veterinary practice. If the position is in a clinic, the technician may be involved in all aspects of the practice, from business management to care of critical patients. If the position is in a large hospital, the A.H.T. will probably be in charge of a department of the hospital such as intensive care, radiology, or surgery.

The most financially rewarding positions for A.H.T.'s are in some aspect of Laboratory Animal Medicine. The VAT Program, in cooperation with the W.V.U. Medical Center, provides interested individuals with the opportunity to become certified as an Assistant Laboratory Animal Technician. Very productive careers are also available in diagnostic laboratories, pharmaceutical sales, biomedical research, theriogenology, herd health management, and government agencies.

The V.A.T. Program is a limited enrollment program. Only individuals interested in a career in veterinary technology should apply. A new class starts each fall. Applications should be received by the Director of Admissions before January 31. Individuals applying by this date and admitted to the program will be notified before March 31. Applications received after January 31 will be considered on a "space available" basis. Admission is based on high school records, ACT scores, prior experience, and prior college work (if applicable).

Part-time students are admitted to the program.

To continue in the VAT Program, the student must meet the following standards:

a. Pass all courses required for the A.A.S. Degree.
b. In order to begin the preceptorship phase the student must have an overall grade point average (G.P.A.) of 2.0 plus complete the following clinic related courses with an overall 2.0 average: VAT 113, VAT 114, VAT 117, VAT 118, VAT 120, VAT 124, Biology 170, and Biology 205.
c. Continue to maintain the 2.0 G.P.A. overall and in the V.A.T. classes, after the second semester.

Readmission to the program will be determined on an individual basis. This will be decided by the Admissions Committee on the basis of the qualifications of the student when compared to the other students applying for their particular class and on a space available standard. When a required course has been failed, the applicant must pass the course with a "C" grade or better before applying for readmission to the program. Students in good standing who withdraw from the program for unpredicted or uncontrollable reasons will be given priority consideration if they reapply.

76-77 sem. hrs.

Fall Semester

Speech	100	Intro. to Speech Communication	3
English	104	Written English	3
All. Health	100	Med. Terminology	3
Biology	170	Anatomy and Physiology	4
VAT	113	Introduction to Vet. Tech.	3
	114	Breeds and Breeding	2
			18

Spring Semester

English	109	Technical Report Writing	3
Biology	205	Tech. Microbiology	4
VAT	117	Vet. Techniques I	3
	118	Radiology	2
	120	Pharmacology	2
	124	Biochemistry	1
Psych.	101	Introduction to Psychology	3
			18

Summer (2nd Term)

VAT	271	Preceptorship I	4
			8

Second Year: Fall Semester

Biology	219	General Zoology	4
Business	141	Business Mathematics	3
VAT	215	Large Animal Restraint and Diseases	2
	217	Vet. Techniques II	4
	220	Small Animal Diseases	3
Restricted Elective			2-3
			18-19

Spring Semester

VAT	219	Vet. Techniques III	2
VAT	272	Preceptorship II	12
			14



Courses of Instruction

Accounting

(Division of Commerce)

201. Principles of Accounting I **three hours**

Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for individual proprietorships.

202. Principles of Accounting II **three hours**

The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: 201.

203. Accounting Practicum **two hours**

Consists of several independent learning units designed to provide job-entry skills as defined from a survey of typical employers. PR: 201 or equivalent.

301. Intermediate Accounting I **three hours**

Primarily the study of general financial accounting theory as it relates to balance sheet items. Included is a brief review of the accounting cycle and income recognition theory. Current tax regulations are considered where applicable. PR: 202.

302. Intermediate Accounting II **three hours**

A continuation of 301 to include the study of corporate ownership equity and the analysis and interpretation of accounting data. PR: 301.

303. Accounting Internship **one to three hours**

The program is designed to offer the student a ten-week internship with an accounting, industrial, or governmental organization during the summer. The student will receive up to four hours of college credit for the internship program. When possible, the term of the internship should coincide with the two five-week summer terms offered at Fairmont State College. However, this can be adjusted to the needs of the student and/or employer. Regardless of the length of the internship, the student will receive a maximum of four hours credit.

330. Advanced Accounting I **three hours**

Includes accounting for special situations: partnerships, installment and consignment sales, home office-branch relationships, consolidations, and fund accounting. Attention is focused on the current AICPA position relative to these special accounting situations. PR: 302.

331. Advanced Accounting II **three hours**

A continuation of Business 330; exploration of advanced accounting topics. PR: 330.

404. Cost Accounting **three hours**

The relationship of cost accounting to the performance of management pursuit of company objectives is studied with four basic points of view in mind: (1) cost principle, (2) cost determination, (3) cost control, and (4) cost analysis. PR: 201, 202.

405. Auditing **three hours**

Duties and responsibilities of auditors, methods of verification of balance sheet and income and expense accounts with the applicable principles of internal control. Preparation of working papers, schedules, audit reports, and certificates. PR: 201, 202, 301, 302.

406. Federal Income Tax Accounting: Individual **three hours**

Preparation of income tax returns from the accounts of an individual; exclusions and inclusions for gross income, capital gains and losses, business expenses, and other deductions.

407. Federal Income Tax Accounting: Partnership and Corporation **three hours**

Continuation of 406, including preparation of income tax returns from accounts of partnerships, estates and trusts, and corporations. While previous accounting knowledge or experience will be helpful, no prior accounting training, knowledge, or experience is required. PR: 406.

Allied Health

(Division of Allied Health)

100. Medical Terminology **three hours**

Designed to enable the student to recognize medical works from the Greek and Latin parts, to spell and pronounce medical words correctly and to use a medical dictionary intelligently.

102. Pathophysiology of Disease **three hours**

Study of the disease process, terminology and association with the body structure.

199. Special Topics in Allied Health **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

301. Health Care Organizations **three hours**

Organization, current legislation, roles and relationships of the health care professions are discussed in detail. Emphasis is placed upon roles of hospital management. Factors of comprehensive health care, hospitals, and extended care facilities. Responsibility of the health care agency regarding competent and responsible care of patients is defined. Organization patterns in health care agencies, as well as contributions of health professionals and paraprofessionals in meeting human needs will be emphasized. PR: 101.

302. Management Problems of the Health Care Delivery System **three hours**

Fiscal, legal, supervisory having specific problems to health care facilities is discussed. Emphasis will be placed upon medical records and utilization review, as well as the role and limitations of the hospital in the health care system. Inadequate access of health care delivered to all Americans is discussed, with emphasis on the problems of poverty and the elderly regarding health delivery. PR: 101, 104, 105, 301.

341. Death and Dying **three hours**

This course analyzes the impact of complex social change on death, humanity's most enduring mystery and most powerful taboo. Included are the study of past circumstances and future possibilities; death and dying from a variety of perspectives, including the individual, the family, and the society; examination from the perspectives of diverse academic disciplines, from history and sociology through medicine and psychology to literature and ethics. Also included are such controversial topics as life after death, care of the dying patient, funerals, and moral and ethical dilemmas.

372. Legal and Medical Ethics **three hours**

This course is designed to acquaint the student with the legal and ethical responsibilities of the administrator involved in health care. Emphasis would be placed upon legal issues as well as legal responsibilities and liabilities. PR: Consent of Instructor.

399. Special Topics in Allied Health Administration **one-six hours**

Studies in special selected topics in health administration and management are determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives.

401. Allied Health Practicum and Seminar **three-seven hours**

Practical situations in relevant managerial programs will be available in various health care agencies such as nursing homes, hospitals, public health departments, mental health departments, and outpatient clinics will occur. The practicum will be adapted to the student's individual needs and career goal. Seminars will be held to present oral and written report of projects assigned by program coordinators and supervising agency. This experience will be supplemented with relevant planned field trips, guest lectures, and orientation lectures designed to enhance the activities of previous classroom instruction. Eight contact hours each week. PR: 101, 104, 105, 301.

412. Veterinary Laws and Ethics **one hour**

The legal and ethical responsibilities of the business manager and other paraprofessionals of the veterinary profession are studied. PR: Upper class status.

427. Health Record Administration **three hours**

This course is designed to acquaint the student with medical record composition, documentation, release of confidential information, filing sytems, disease classification systems and Joint Commission on Accreditation of Hospitals regulations. PR: Consent of Instructor.

Art

(Division of Fine Arts)

140. Art Structure and Applied Design **three hours**

Introductory course in the principles of design applicable to various media and techniques used in studio problems.

141. Art Structure and Applied Design **three hours**

Further study of the principles of design, techniques and media with emphasis on the individual's creative development.

142. Drawing **three hours**

The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester.

155. Theory of Art **two hours**

Aesthetics and its application to studio work, as well as the philosophy, psychology, components, sociology, history of art, and art criticism. Fall semester.

199. Special Topics in Art **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

241. Drawing from Life **three hours**

Drawing from the posed model accompanied by analytical studies of anatomy. PR: 142. Spring semester.

255. Art Appreciation **two hours**

Considers the social and historical backgrounds and modern developments in various art fields.

261. Painting **two-three hours**

Introductory course in painting, exploring various painting media and techniques. PR: 140, 141, 142 or instructor's consent.

262. Painting **two-three hours**

Continuation of 261 emphasizing individual creative developments. PR: 261 or consent of instructor.

278. Ancient and Medieval Art **three hours**

History of Art from prehistoric times to 1400 A.D. An analysis of the various artistic expressions resulting from the philosophic, religious and sociological conditions. Offered once every three semesters.

280. Practicum **six hours**
Supervised on-the-job learning work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program.

283. Modeling and Sculpture **two-three hours**
Introductory course using clay modeling, plaster, and metal sculpture.

284. Modeling and Sculpture **two-three hours**
Advanced work in various sculptural media: metal casting, carving, constructions, etc. PR: 283 or consent of the instructor.

341. Graphics **two-three hours**
Introduction to various techniques in printmaking as an artistic expression. PR: 142 or consent of instructor. Offered the spring semester.

353. Elementary Art Education I **two hours**
Experiences and theory designed to prepare students to teach art on the kindergarten-primary level. Directed experiences in two and three dimensional media such as drawing, painting, poster, sculpture, and design using various media.

354. Elementary Art Education II **two hours**
The theories, philosophy, and methods of teaching art in elementary school. Experiences supplemented—with references to the needs of students in teaching grades 5-8.

355. Problems in Teaching Art I **two hours**
The student will define what an art problem is, define the teachable aspects of art, examine what motivation is in art and in connection with particular art problems, and produce some art objects utilizing media and materials generally obtainable in and around most elementary schools.

356. Problems in Teaching Art II **two hours**
The student will define what an art problem on the secondary level is, examine how skill and success are related in studio art, utilize art historical example, examine how art and society are related, define what is teachable in art, and select specific art problems in conjunction with the particular age level and interests of secondary students.

361. Painting in Oil **two-three hours**
Development of individual expression in painting. PR: 262 or consent of instructor.

362. Painting in Oil **two-three hours**
Continuation of 361. PR: 361 or instructor's consent.

363. Painting in Watercolor **two-three hours**
Introductory course in the fundamentals and techniques of watercolor. PR: 140, 141, 142 or instructor's consent.

364. Painting in Watercolor **two-three hours**
Continuation of 363 emphasizing individual creative development. PR: 363 or consent of instructor.

377. Italian and Northern Renaissance Art **three hours**
History of painting, sculpture, architecture, and the minor arts in Italy, the Netherlands, Germany, Spain, France, and England from circa 1400 A.D. to the nineteenth century. PR: Art 255. Offered once every three semesters.

378. Nineteenth Century and Contemporary Art **three hours**
History of art from the nineteenth century to the present with an analysis of art movements. PR: Art 255. Offered once every three semesters.

383. Ceramics **two-three hours**
Introduction to basic ceramic techniques; hand construction, potters wheel, glazing and kiln firing.

384. Ceramics **two-three hours**
Advanced work in ceramic sculpture, wheel thrown ceramics, glaze theory, kiln firing, and kiln construction. PR: 383 or instructor's consent.

431. Methods and Materials in Teaching Art **two hours**

Planning and application of problems for junior and senior high schools. Coordinated with the Education Department and the public schools. Designed for students who are practice teaching or for teachers in service. Taken during the Initial Performance Practicum.

461. Advanced Painting in Oil **two-three hours**

PR: Art 362 or consent.

462. Advanced Painting in Oil **two-three hours**

PR: Art 461 or consent.

463. Studio in Painting **two-three hours**

The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: Art 362.

464. Studio in Ceramics **two-three hours**

The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: Art 384.

465. Studio in Sculpture **two-three hours**

The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits.

467. Area Studies **one-four hours**

468. Area Studies **one-four hours**

469. Area Studies **one-four hours**

A group of three courses intended to allow the student intensive or continued study in a particular area. These are elective courses and the consent of the instructor is required. A six-hour limit is imposed for each student. These courses are not eligible for substitution for required courses in the Art specialization. PR: Consent of instructor.

470. Senior Exhibit **one hour**

Required of all art majors during their senior year: to organize a formal gallery exhibition of works selected from their college work.

Biology

(Division of Science and Mathematics)

101. Introduction to Biology **four hours**

Introductory studies concerning the following areas: chemical and physical properties of the cell, genetics, and some attention given to ecological relationships. Three lectures and one two-hour laboratory per week. Not accepted toward fulfilling any biology degree requirements.

102. Introduction to Biology **four hours**

A study of plants and animals emphasizing basic life functions and their interrelationships to a changing environment. Three lectures and one two-hour laboratory per week. Not accepted toward any biology degree requirements.

103. Introduction to Environmental Biology **four hours**

Introductory studies involving class discussions and laboratory or field work in the principles of environmental biology. Designed primarily for the student interested in the problems of environmental concerns, the interrelations among organisms and their physical and chemical environments. Three lectures and one two-hour laboratory or field session per week.

150. Human Sexuality **three hours**

The study of the various aspects of human reproduction. Anatomical, physiological, ecological and sociological areas of reproduction will be covered. It is designed as a general education course for all students. Biology 150 will not be accepted toward fulfilling specific requirements for any degree in biology.

170. Anatomy and Physiology **three-four hours**

Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the processes leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, nervous, reproductive, and endocrine systems as well as the interactions. Three hours lecture and one 2-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs, who will not take the lab.

199. Special Topics in Biology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Ornithology **three hours**

Lecture, field and laboratory studies on the anatomy, identification, migration, nesting and food habits of birds. Consideration is given to the economic, aesthetic and ecological significance. Two lectures and one two-hour field and/or laboratory periods per week.

205. Technical Microbiology **four hours**

Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and inevasiveness of microbes; modes of disease transmission; resistance and immunity; and techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three lectures and one 2-hour lab per week. Biology 224 will not substitute for Biology 205 or vice versa.

210. Field Studies in Biology **three hours**

A survey stressing the taxonomy, distribution and habits of representative forms of the area. Special emphasis on collection, identification, and preservation of some of the more representative forms. One hour lecture and/or 4 hours of laboratory and field work per week. PR: 101, 102, or 103; or 219, 230.

215. Bio-Photography **two hours**

A course designed to familiarize students with the fundamentals of photography and its many applications in the field of biology, including photomicrography. Open to students who have an interest in both photography and biology. PR: 10 hours of biology courses.

219. General Zoology **four hours**

Introduction to the animal kingdom and to general principles applicable to Invertebrate and Vertebrate Zoology. Three lectures and one 2-hour laboratory per week.

220. Invertebrate Zoology **four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of the invertebrate animals will be presented. This course is designed for biology majors, minors and pre-professionals. PR: 219.

221. Vertebrate Zoology **four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of vertebrate animals will be presented. PR: 219.

224. Microbiology **four hours**

Three lectures and one two-hour laboratory each week. The techniques of isolating and identifying bacteria are considered. Attention is given to the several types of disease-producing microorganisms and methods of control. This is a general course designed to give the student an understanding of the importance of microorganisms in the life of man. PR: 230.

230. General Botany **four hours**

Two lectures and two two-hour laboratories each week. The first part of the semester is given to the study of the structures and functioning of the seed plant. The second part includes a survey of both lower and higher forms of plants with emphasis on reproductive structures. Basic to all other botany courses.

242. Bio-Ecology **three hours**

This course constitutes a study of the relationship of organisms to their environment. The edaphic, climatic, and biotic factors are given consideration. Human ecology and conservation are presented where pertinent. PR: 101, 102, or 103; or 219, 230.

245. Aquatic Ecology **three hours**

An introductory study of aquatic environment concerning the physical, chemical, and biological conditions of water with emphasis on the ecological principles and techniques related to the environmental effects and biota. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102 or 103; or 219 or 230.

250. Introduction to Entomology **three hours**

Two hours lecture and two (2) hours of lab and/or field work per week. Lecture, laboratory, and field studies on the anatomy, physiology, distribution, and identification of insects. Major emphasis will be placed on identification and economic importance.

285. Field Zoology **three hours**

Primarily for those who teach or intend to teach biology. This course aims to familiarize students with the animal life of the State in its natural surroundings and includes the collection, identification, and study of habits of the various forms found in this region. PR: 101, 102, or 103; or 219. Offered only in summer.

290. Field Botany **three hours**

Designed primarily for those students who plan to teach. The various groups of plants are considered in the field and laboratory with emphasis on the seed plants. Some attention is given to ecology. PR: 101, 102 or 103 or consent of instructor. Offered only in summer.

310. Cell Biology **three hours**

An introductory course in cellular physiology emphasizing functions common to all living forms of matter. The physical and chemical properties of protoplasm will be studied to show their relationship to structure, morphology, and development of cells and their significance in the life processes relating form and function. PR: Chemistry 101, 102 or Chemistry 105, 106.

320. Population Biology **three hours**

A study of life phenomena at the population level with emphasis on qualitative description and quantitative analysis of characteristics of natural populations. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102, or 103; or 219 or 230 or 242.

340. The Plant Kingdom **three hours**

Two lectures and one two-hour laboratory per week. This course deals with the structural characteristics of the great plant groups through the bryophytes. Their organization, development, and reproductive structures are considered in detail. Teaching materials are compiled and techniques are developed. There are field trips on occasion. PR: 230.

341. The Plant Kingdom **three hours**

Two lectures and one two-hour laboratory each week. Continuation of the Plant Kingdom 340, but may be taken as an independent unit. This course covers the vascular plants including the ferns, gymnosperms, and angiosperms. PR: 230.

342. Mycology **four hours**

The course constitutes a study of the development, morphology and taxonomy of the fungi and familiarizes the student with the relation of fungi to human affairs. Two lectures and two two-hour laboratories weekly. PR: 230.

350. Comparative Anatomy of Vertebrates **four hours**

Two lectures and two two-hour laboratories each week. The anatomical similarities and differences among representative vertebrate animals will be given to evolutionary structural advancements. PR: 221.

360. Biochemistry **three hours**

A study of the general principles of biochemistry including the metabolism of carbohydrates, proteins, and fats. Biosynthetic pathways, enzymatic mechanisms, biological

oxidation, and other aspects of the subject are considered. PR: Chemistry 305, Biology 230, 221, and 310. (Chemistry majors and minors by consent.)

370. Plant Physiology **four hours**

Two lectures and two two-hour laboratories each week. All of the physiological processes of plants are considered; ascent of sap, transpiration, food and biochemical synthesis, respiration, translocation, and growth and development. PR: 230, 310.

380. Introduction to Genetics **three hours**

Principles of inheritance; chemical nature, structure and function of genetic materials. Implications to population and human genetics. Two hours lecture and one two-hour laboratory per week. PR: 219, 230, and 310.

381. Principles of Evolution **three hours**

A study of the principles of organic evolution; physical, chemical and biological phenomena related to the understanding of the long term changing process of life. Two lectures and one two-hour laboratory per week. PR: 101, 102, or 103; or consent.

411. Histology **four hours**

Two lectures and two two-hour laboratory periods each week. An analysis of the arrangement of fundamental animal tissues to differentiate between cell types and study their relationships to each other in the functioning organism. Also, this course will include histological technique to give the student an introduction to the preparation of animal tissues for study. PR: 221 or 350.

415. Hydrobiology **four hours**

A study of the physical, chemical, and biological aspects of the various aquatic habitats. Emphasis is on the ecology of the various communities, with development of techniques in field ecology which may apply. Two lectures and two two-hour laboratory periods per week. PR: 210, 219, and 230 or consent.

418. Plant Pathology **three hours**

This course constitutes a study of the causal agents of plant diseases and their morphological and physiological effects upon the host. Consideration is also given to the control measures involved. Two lectures and one two-hour laboratory weekly. PR: 230 and 342 or consent of instructor.

420. Vertebrate Embryology **four hours**

Two lectures and two two-hour laboratories each week. This course offers an introductory study of the developments of the vertebrates. Emphasis of study is chiefly upon the frog, chick, and pig. PR: 221 or 350.

430. Plant Taxonomy **three hours**

Systematic survey of vascular plants with emphasis on family characteristics, identification, terminology, and general evolutionary relationships. Two lectures and one two-hour laboratory per week. PR: 341 or consent of instructor.

440. Plant Anatomy **three hours**

Two lectures and one two-hour laboratory each week. Attention is given to the fundamental tissue organization of the higher plants. Development and differentiation of cell type and structures are considered as they relate to the functioning of the organism as a whole. PR: 230.

450. Comparative Physiology **four hours**

A detailed study of the significance of the chemical properties of protoplasm in life processes including nutrition, respiration, circulation, excretion, nervous, reproduction and feed back mechanisms of control of synthesis, release, hyper and hypo conditions, chemical nature and effects of the secretions and synergistic interactions. Two lectures and two two-hour laboratory periods per week. PR: 310 and 350.

490. Seminar in Biology **one hour**

All biology majors, in the B.S. program either in their junior or senior year, will meet for one hour each week, for one semester. Each student will participate at least once during the term by reviewing a pertinent topic of biological significance for his fellow participants. PR: 20 hours of biological courses and consent.

495. Problems in Biological Sciences **two hours**

This course is designed for students who have interest in a specific problem in biology. It should not be used as a means of meeting requirements but rather as a research course that goes beyond the usual courses in developing the student. PR: 20 hours of biological courses and consent.

Business Administration

(Division of Commerce)

102. Introduction to Business **three hours**

A survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field. The student is provided, early in his college training, with the information of and preparation for the advanced courses in business to aid in choosing his major studies. Limited to the two-year secretarial and clerical curricula, non-majors, and four-year business education students.

141. Business Mathematics **three hours**

This course is designed to provide knowledge and skill in the computation of the practical problems of a business. The course content should form a sound basis for further study in the following areas: accounting, business finance, marketing, and related business subjects. Special emphasis will be directed to review of the basic arithmetic skills. Does not satisfy mathematics in General Requirements. Not open to students with credit for Math 205, unless fulfilling requirements for A.B. in Business Education. Not open to student with previous credit in Math.

199. Special Topics in Business **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

306. Business Law I **three hours**

A study of the nature and function of our legal system, courts, and procedure, including the law of contracts, agency, and partnership.

307. Business Law II **three hours**

Continuation of 306. Substantive law of corporation, sales, secured transactions, commercial papers, and the legal basis of property as applied to business situations. Business 307 will not satisfy three hours requirement in the teaching fields in Business Education. PR: Bus. 306.

310. Statistics **three hours**

The course includes computation of statistical measurements, methods of collecting and analyzing data, and the interpreting of results.

360. Real Estate Principles and Practices **three hours**

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination.

361. Real Estate Law **three hours**

A study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and regulations thereof. The object of the course is to equip the student to analyze the legal consequences of various legal relationships and legal transactions, and to determine when an attorney should be consulted. PR: Business 360 or consent of instructor.

362. Real Estate Appraisal **three hours**

An examination of the nature of real property value, the functions and purposes of appraisal, the functions and methods of estimating value with emphasis on residential market value. The objective of the course is to equip the student with minimum knowledge and skills necessary to demonstrate application of cost, income, and market data approaches to real property value. PR: Business 360 or consent of instructor.

370. Risk Management/Introduction to Insurance **three hours**

Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles, valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

371. Property and Casualty Insurance **three hours**

The course emphasis is placed on understanding coverages, policy provisions and concepts common to casualty and property insurance. Property and casualty contracts and forms studied are those common to the industry.

372. Life Insurance **three hours**

This course is designed primarily for students wishing an in-depth study of life, health, estate planning and annuity contracts. The law of contracts and agency, policy provisions and contents will also be studied.

373. Casualty Claim Practice **three hours**

This course includes the basic theory of claims practice, establishing the validity of written proofs of loss, investigating the scene of the loss, verification of loss, negotiating settlement, and application of human relations to claims. Common law, statutory law, and modern court decisions will be reviewed.

380. Principles of Bank Operations **three hours**

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

381. Management of Commercial Bank Funds **three hours**

This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are spelled out so that this course is useful to bankers in institutions of all sizes.

382. Credit Department Management **three hours**

This course, directed toward the executive level, concerns itself with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.

383. Bank Investments **three hours**

This course will provide the student with the background to understand the relationship between bank and investment policy and other functional areas of banking. Subjects covered will be the nature of risk, liquidity and yield, and how they are measured. PR: Bus. 380.

384. Bank Management **three hours**

This course presents principles and new trends which have emerged in the philosophy and practice of bank management. The study and application of the principles provides the student with a working knowledge of bank management. The course touches on banking objectives, planning, structure, control, and the interrelationship of various bank departments. PR: Bus. 380.

385. Analyzing Financial Statements **three hours**

This course will provide the student with the necessary techniques and tools to evaluate the financial conditions and operating performance of a modern business. The course will cover financial statement analysis, financial and business funds flow, and techniques of analyzing financial statements. PR: Bus. 201, 202, and 380.

386. Real Estate Finance **three hours**

This course provides a background in the various real estate mortgage credit operations of commercial banks. The following broad areas of real estate will be covered: mortgage loans, financing of residential property, financing of special purpose property, and the administrative tasks common to most mortgage departments. PR: Bus. 380 or Bus. 360.

388. Installment Credit **three hours**

This course emphasizes the pragmatic details of installment credit. Topics covered include principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing, credit insurance, and rate structure and yields.

389. Law and Banking **three hours**

This course presents an introduction to commercial law as it relates to specific banking transactions. Among topics covered are contracts, real property, personal property and sales, negotiable instruments and bank collections, and secured financing.

390. Negotiable Instruments **three hours**

This course explores the relevant legal implications of normal activities and transactions in bank operations. Commercial paper and checks are covered in detail and many of the situations that occur in the deposit, collection, dishonor and return, payment of checks and the relationship of the various parties in bank collection channels are explored.

391. Marketing for Bankers **three hours**

This course presents the topics of marketing information, research, target, marketing mix, and methods of market planning as they relate to banking.

392. Trust Functions and Services **three hours**

This course provides an overview of the generally accepted principles of the law of estates and trusts, and trust functions and services encountered in the daily operation of a trust department.

393. Savings and Time Deposit Banking **three hours**

This course reviews the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Also covered are interest rates, types of savings accounts, and the management of savings institutions.

401. Business Finance **three hours**

This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions. PR: Accounting 201, 202.

408. Business Internship **three hours**

The internship places students in part-time jobs which will significantly broaden their understanding of accounting, marketing, or management. Interested students will be exposed to business problems, but outside the normal classroom environment. The nature of the student's work must require analytical problem solving, or other creative skills. An internship should require approximately 12-15 weeks. All interested students must first obtain a faculty member's written endorsement before being eligible for the internship. PR: 17 hours of Business and/or Economics.

410. Investments **three hours**

A study of the principles of investment procedures and practices to follow in investing money.

449. Directed Readings in Business and Economics **three hours**

Based on their interests, students will select books from a current reading list prepared by the Commerce faculty. Following a critical review of each book, the student will report and discuss its contents and implications with a faculty reader. The number of books read by each student during the semester will depend on the degree of difficulty of the books and the level of student understanding. PR: Open only to senior business majors with 24 hours of business or economics, 3.0 grade point average, and consent of the course coordinator.

450. Practicum **three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of business. Earned hours may count as electives only for major and minor field requirements.

Business Education

(Division of Commerce)

101. Beginning Typewriting **two hours**

A beginning course in the operational fundamentals of the typewriter. This course includes basic machine operations, development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, personal business letters, announcements, simple manuscripts, rough drafts and proofreader's marks. This course is for those who have had no previous typewriting training or who have inadequate skills to enroll in more advanced courses.

102. Intermediate Typewriting **two hours**

This course includes the development of speed, control, and sustained typing, business letters, envelopes, tabulated reports, manuscripts, and simple business forms. PR: Bus. Ed. 101, consent of instructor or high school typing courses.

103. Records Management **two hours**

Designed to provide a foundation in the latest methods and systems of retrieving information and the management of a company-wide records system. Attention is also given to the equipment and supplies available for housing information. Actual practice is provided in alphabetic, subject, numeric and geographical filing systems.

199. Special Topics in Business Education **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Beginning Shorthand **four hours**

Beginning course in shorthand. Introduction of theory and brief forms of Gregg Series 90 Shorthand. Emphasis is on reading and writing of shorthand at 60 words per minute. Spelling, punctuation and sentence structure are stressed. This course is for students who have had no previous shorthand training or for those whose skills are inadequate for more advanced courses.

202. Intermediate Shorthand **four hours**

Continuation of Bus. Ed. 201. Emphasis is on the writing of shorthand from dictation at a minimum of 80 words per minute. Spelling, punctuation and sentence structure are stressed. PR: 201 or Department Placement Test.

204. Secretarial Accounting **three hours**

Designed to meet the needs of the two-year secretarial student. Training is provided in the fundamental accounting procedures that will be encountered by the secretary. The understanding and interpretation of accounting principles are developed.

211. Advanced Typewriting **two hours**

The problems typed are in related project form and sample the papers prepared in executive, accounting, professional, and government offices. Emphasis is given to composing business communications and to developing decision-making ability. PR: Bus. Ed. 102.

212. Executive Typewriting **two hours**

This course focuses primarily on the advanced typing problems that executive secretaries are expected to solve expertly. The problems start at a modest level of challenge and progress to those requiring high-level skill and decision-making. PR: Bus. Ed. 102, 211.

213. Legal Typewriting **two hours**

The objective of this course is to establish the maximum typewriting rate and 100% accuracy required for a legal secretary. Emphasis will be placed on the typing of legal correspondence, legal papers, and court documents. PR: Bus. Ed. 102, 211.

214. Medical Typewriting **two hours**

The objective of this course is to establish the maximum typewriting rate required for a medical secretary. Instructions will include preparations of medical reports, articles, and case histories. PR: Bus. Ed. 102, 211.

251. Business Communications **two hours**

An analysis of the physical mechanics of the business letter. This course includes the study of grammar, punctuation, and spelling, and the application of these principles in writing effective business letters.

301. Advanced Shorthand and Transcription **four hours**

Emphasis is on the writing of shorthand at a minimum of 100 words per minute and reproducing mailable transcripts. Spelling, punctuation, and sentence structure are stressed. A complete review of brief forms and derivatives is included. Sustained dictation and transcription of a departmental business vocabulary are emphasized. PR: Bus. Ed. 202 or two years of high school shorthand and departmental placement test.

302. Advanced Shorthand and Transcription **four hours**

A continuation of Bus. Ed. 301. Emphasis is on dictation at a minimum of 120 words per minute and producing mailable transcripts. Sustained dictation and transcription of a vocational vocabulary are emphasized. PR: Bus. Ed. 301.

304. Advanced Medical Shorthand and Transcription **four hours**

Designed to give additional practice in spelling and pronunciation of medical terms in addition to developing skill in medical shorthand outlines. Facility in medical dictation and transcription of letters, reports, and records will be emphasized. PR: Bus. Ed. 301.

307. Advanced Legal Shorthand and Transcription **four hours**

Designed to give additional practice in spelling and pronunciation of legal terms in addition to developing skill in legal shorthand outlines. Facility in legal dictation and transcription of letters, reports, and records will be emphasized. PR: Bus. Ed. 301.

311. Office Machines **two hours**

An orientation and practice course for students in the Business or Business Education area. Approximately two-thirds of the course time is given to practice with adding, electronic printing and display calculators, and spirit duplicating machines.

314. Executive Dictation and Transcription **two hours**

A course which combines the skills of shorthand, typewriting, and English required in the process of producing typewritten manuscripts. Practice is given on materials designed to fuse these primary skills in order to develop vocational stenographic competency. Transcription from pre-recorded dictation is also included. PR: Bus. Ed. 202, 301.

315. Legal Dictation and Transcription **two hours**

The course objectives are to develop the student's ability to use dictating equipment and to transcribe from pre-recorded legal dictation. Attention is also given to legal vocabulary development. PR: Bus. Ed. 102, 211, 213.

316. Medical Dictation and Transcription **two hours**

The course objectives are to develop the student's ability to use dictating equipment and to transcribe from pre-recorded medical dictation. Attention is also given to medical vocabulary development. PR: Bus. Ed. 102, 211, 214.

340. Principles of Word Processing **three hours**

This course will provide instruction in word-processing theory and concepts, procedures, and personnel management, as well as practical training and development of proficiency in the operation of specialized typewriters, such as the IBM Electronic, Executive, and automated typewriters, and display text-editing equipment. PR: English 108 or 109, Business Education 211 and 251.

341. Word Processing Applications **three hours**

The course will provide intensive instruction on display word processing equipment with emphasis on formating standard documents and printing on various types of printers. PR: Bus. Ed. 340.

351. Executive Office Procedures **three hours**

The objectives of this course are to familiarize the student with references necessary for this occupation and to provide challenging problems that will require the student to think, analyze, research, set priorities and schedules, and consult with outside authorities.

352. Directed Office Experience **two hours**

A practical course with actual experience in an office. A total of 140 hours of supervised office work is required. Business teacher education students are required 200 hours, for which 60 previously worked hours may be accepted. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours. Two-year students should plan to take this course their last semester in college; the A.B. or B.S. majors should plan to take this course their junior year. PR: Bus. Ed. 211, 301, 351, 2.0 average in major, minor, and overall, i.e., for all work attempted.

353. Legal Office Procedures **three hours**

The purpose of this course is to provide helpful background information concerning law theory and practice, an understanding of basic legal and office forms in a style that is universal, and general procedures. PR: Bus. Ed. 251, 213.

354. Legal Office Experience **two hours**

The feature of this course is supervised, on-the-job training in either a lawyer's office or in the legal department of a company. The minimum clock hours required will be 140. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable legal office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. PR: Bus. Ed. 213, 301, enrolled in or credit for 353.

355. Medical Office Procedures **four hours**

This course acquaints the student with common types of office equipment, effective techniques of public relations, efficiency in processing paperwork, and assisting the physician in caring for patients. PR: Allied Health 100, Bus. Ed. 251, 214, 301.

356. Medical Office Experience **two hours**

The feature of this course is supervised, on-the-job training in either a physician's office, hospital or clinic. The minimum clock hours required will be 140. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable medical office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. PR: Bus. Ed. 214, 301 enrolled in or credit for 355.

431. Methods and Materials in Teaching Business Education **two hours**

A study is made of the latest methods, procedures, and techniques of teaching the skilled and nonskilled Business Education courses. Audio-visual aids and equipment available for the teaching of the subject will be discussed. To be taken as part of the Initial Performance Practicum. Spring semester only.

Chemistry

(Division of Science and Mathematics)

101. General Chemistry **four hours**

Three lectures and one three-hour laboratory. A study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. No PR but an understanding of simple algebra is needed.

102. General Chemistry **four hours**

Three lectures and one three-hour laboratory. An extension of chemistry 101 with emphasis on specific areas of application. This course includes an introduction to organic chemistry and biochemistry, dealing with typical compounds and important reactions. Other typical applied areas include air and water pollution, reduction of important ores, synthetic polymers, toxic materials and their actions, and nuclear chemistry. PR: Chemistry 101.

103. Modern Chemistry **four hours**

Three lectures and one three-hour laboratory. This course is designed to provide background for those students who take Chemistry 101 and 102 and then decide to take additional chemistry. It comprises principles of chemical kinetics, equilibrium, electron-transfer processes, and theories of chemical bonding. PR: 102. Can be taken concurrently with 205 or 305.

105. Chemical Principles **five hours**

Three lectures and two three-hour laboratories. A study of inorganic and elementary physical chemistry based on modern chemical concepts, including Stoichiometry, Atomic and Molecular Structure, Periodic Properties, Phase Relations Solution Chemistry, Chemical Equilibrium and Kinetics, Electrochemistry, and Nuclear Chemistry. Qualitative Techniques and an introduction to computer programming is included in the laboratory. PR: One unit of high school chemistry.

106. Chemical Principles **five hours**

Three lectures and two three-hour laboratories. Continuation of Chemistry 105. PR: Chemistry 105.

199. Special Topics in Chemistry **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

205. Analytical Chemistry **four hours**

Two lectures and two three-hour laboratories. Classical methods of chemical analysis with emphasis on quantitative techniques. Also includes theory of acid-base, precipitation, and oxidation methods, molecular structure, and an introduction to electrochemistry. PR: Chemistry 106, or 103 concurrently.

206. Instrumental Analysis **five hours**

Three lectures and two three-hour laboratories. Theory of and practical experience in the use of modern chemical instrumentation. Includes Spectroscopic, Chromatographic, Electrochemical, and Radio-chemical methods. PR: Chemistry 205.

305. Organic Chemistry **four-five hours**

Three lectures and one or two three-hour laboratories. A systematic study of organic chemistry with emphasis on kinetic behavior, structural relationships, and reaction mechanisms. Includes the study of all major classes of organic compounds and functional groups. Chemistry majors and minors must take the five-hour course; others may elect either the four- or five-hour course. PR: Chemistry 106, or 103 concurrently, or 102 and consent of instructor for four hours only.

306. Organic Chemistry **four-five hours**

Three lectures and one or two three-hour laboratories. Continuation of Chemistry 305. PR: Chemistry 305.

340. Physical Approach to Modern Chemistry **three hours**

Three hours lecture per week. A study of elementary physical chemistry embracing the concepts without the utilization of calculus. This course is designed to provide the background necessary to teach the new high school courses in chemistry, physics and physical science, and it also provides valuable background for biology and pre-professional students. PR or corequisite: Chemistry 205 or 305.

401. Independent Study and Research **two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

402. Independent Study and Research **two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

403. Independent Study and Research **two hours**

Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

405. Physical Chemistry **four hours**

Three lectures and one three-hour laboratory. A rigorous study of Kinetics, Thermodynamics, Quantum Mechanics, Phase Equilibria, Electrochemistry, and Nuclear Chemistry. PR: Chemistry 206, Chemistry 305, Mathematics 315, and Physics 102.

406. Physical Chemistry **four hours**

Three lectures and one three-hour laboratory. Continuation of Chemistry 405. PR: Chemistry 405.

440. Intermediate Organic Chemistry **three hours**

Three lectures. An advanced study of organic reaction mechanisms. PR: Chemistry 306.

450. Intermediate Inorganic Chemistry **three hours**

Three lectures. An advanced study of inorganic reactions, coordination compounds, and theories based on quantum mechanical principles. PR: Chemistry 340 or 405.

460. Seminar **one hour**

Each chemistry major should register for seminar one semester, preferably during his senior year. PR: Consent of Instructor.

Criminal Justice

(Division of Social Science)

100. Introduction to Criminal Justice **three hours**

Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the processes of the administration of criminal justice.

101. Police Operations **three hours**

Introduction to the police function as performed in American police departments; the nature and responsibilities of the police function are discussed and evaluated; tradi-

tional procedures are questioned and improvements sought. Interrelationships of various police divisions are also scrutinized.

199. Special Topics in Criminal Justice **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Criminalistics **three hours**

A course designed to give the student a basic knowledge of crime scene collection, preservation and identification of evidence, including proper search, fingerprints, casting, use of the crime lab and crime detection. The course will include the scientific fact finding approach in the collection of data.

201. Traffic Law Enforcement **three hours**

A study of the traffic control function as a part of the police role. Special attention to the functions and actual roles being played by various law enforcement agencies with emphasis upon the techniques of traffic law enforcement will be presented.

202. Principles of Criminal Law I **three hours**

Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

204. Police Defense Tactics **two hours**

The student will be exposed to the methods of physical protection, that includes the techniques of baton use, disarmament and defense techniques.

205. Natural Resources Laws **three hours**

A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement.

206. Introduction to Corrections **three hours**

A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individual as well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

209. Firearms I **two hours**

The moral aspects, legal provisions, safety precautions, restrictions covering the use of firearms; nomenclature, and the firing of sidearm and shotgun. PR: L. E. major or minor and instructor's consent.

210. Firearms Lab **one hour**

The course content will include practical skill development in the use of a handgun with emphasis on the principles of decision shooting.

211. Field Service Internship **three hours**

A supervised work experience with an assigned law enforcement agency for purposes of increasing understanding of law enforcement administration and operation. Under agency and college supervision, students will be provided with the opportunity to apply academic education to agency operation.

212. Abnormal Behavior and Crisis Intervention **three hours**

A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed.

236. Criminal Investigation **three hours**

Fundamentals of investigation; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation.

240. Adjudication Process **three hours**

Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees.

246. Criminal Evidence and Procedures **three hours**

Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus upon the case study approach.

302. Principles of Criminal Law II **three hours**

This is a continuation of Principles of Criminal Law I, which will include the interpretation of criminal statutes and the study of criminal intent.

310. Public and Police Administration **three hours**

Principles of administration and management of the police operation and its application to public safety needs of the community. Responsibilities and interrelationships of administrative and line-and-staff services.

315. Business and Industrial Security **three hours**

The role of security and the security industry in criminal justice; administrative, personnel, and physical aspects of the security field; loss prevention management in proprietary and governmental institutions, variations in physical security systems.

316. Community Relations in C.J. **three hours**

Problems in citizen relations; treatment of victims, witnesses and jurors; citizen involvement in the criminal justice process; community resources related to criminal justice programming.

320. Criminology **three hours**

The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.

335. Analysis of Police Operations **three hours**

Problems of police organization and management; the allocation of police resources; information systems; community relations concerns; determinants of police policy.

355. Analysis of Correctional Operations **three hours**

Problems of management of the correctional process; programming, security, information systems, reports, case management, evaluation progress; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole.

401. Independent Study **one-three hours**

Surveys and applied research as approved by student's major adviser.

402. Special Issues in Criminal Justice **three hours**

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty.

410. Research in Criminal Justice **three hours**

Interaction of theory, research, and practice in the criminal justice process; purposes and limits of research; introduction to research design, data collection, analytic techniques, data processing resources, and preparation of research reports.

411. Field Practicum **three-twelve hours**

A supervised professional study conducted in the criminal justice field setting.

420. Juvenile Justice Process **three hours**

Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles—philosophy and practice; treatment procedures.

425. Evaluation of the Criminal Justice System **three hours**

Discussion and evaluation of criminal justice policies and practices with a focus upon crime prevention as the goal of the system; presentations by criminal justice officials; evaluation of career opportunities; preparation of senior research paper.

495. Seminars in Criminal Justice Management **one-three hours**

Workshops designed for personnel staffing management positions in the criminal justice system; focus upon solutions to particular administrative problems.

Economics

(Division of Commerce)

199. Special Topics in Economics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Economics **three hours**

The general education course in the field of economics. It is intended to introduce the student to the broad field of economics, including materials from both macro- and microeconomics. Primarily, the course instructs the student in how our economic system operates. Some attention is given to other economic systems. Not open to students with credit from Economics 201.

201. Economic Principles and Problems (for those meeting the requirement of six hours in Economics) **three hours**

The course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems. Not open to students with credit for Econ. 200.

202. Economic Principles and Problems (for those meeting the requirements of six hours in Economics) **three hours**

This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR: 201 or 200.

301. Intermediate Economic Analysis: Microeconomics **three hours**

Consumer demand, the supply function, and market pricing with various degrees of competition oriented to the viewpoint of the individual firm and the industry of which the firm is a part are examined from a theoretical point of view. PR: 201, 202.

302. Intermediate Economic Analysis: Macroeconomics **three hours**

National income, as a measure of economic activity, is descriptively and theoretically analyzed. Examination of theories of consumption and investment spending including monetary demand and supply are integrated with current economic problems to explain the level of employment and prices. PR: 201, 202.

303. Money, Credit, and Banking **three hours**

An intensive study of money and credit principles with an analysis of their effects upon prices. History of banking. Banking principles and practices. PR: Economics 201, 202.

305. Economics of Labor **three hours**

A review of labor history with emphasis on the aims and methods of labor organizations, the theories of wages, and the current trends in labor-management relations. PR: 201, 202.

307. Personal finance **three hours**

A study of the problems a consumer must face in his or her day-to-day buying and living. It includes a brief survey of budgets, life insurance, investments, managing personal finance, buying services, and other problems of the consumer. PR: 201, 202.

401. Managerial Economics **three hours**

This course applies economic theories and tools of analysis to decision making within the firm or organization. The topics studied include decision making and risk, estimation of product demand, analysis of production costs, and price determination. PR: 201, 202.

406. Guided Economic Study **one-three hours**

Intensive reading, research, and study in current literature and documents in regard to a selected economic problem or group of problems. The field of study will be one in which the student has a special interest. All work will be done individually and the class will be conducted by conferences with each student. PR: 17 hours of Economics, Business, and Social Science courses.

450. Practicum **three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of economics. Earned hours may count as electives only for major and minor field requirements.

Professional Education

(Division of Education)

199. Special Topics in Education **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Education **three hours**

This course provides the student with an overview of the profession. Its primary purpose is to provide the student with information prerequisite for formulating a realistic career decision and a professional commitment to teaching. It is recommended that students take this course no earlier than the second semester of their freshman year.

220. Areas of Exceptionality in Special Education **three hours**

A guided survey of the areas of exceptionality in the field of Special Education (emotionally disturbed, physically handicapped, speech and language, visually impaired, hearing impaired, mentally retarded, gifted, and learning disabled), and the historical-philosophical and political-sociological foundations related to exceptional children. The laboratory component of the course is designed to give experience in the areas of exceptionality through observation and limited participation in these areas.

221. Education of Exceptional Children **three hours**

A survey of Special Education designed to acquaint the student with the research issues, assessment devices and classroom management techniques. The laboratory component highlights these aspects of Special Education. PR: Ed. 220 or consent of division head.

250. Social Foundations of Education **three hours**

This course is an analysis of the foundations of education with special emphasis on the historical, philosophical and sociological basis for programs, instructional strategies, and teaching behaviors in American education. It is recommended for students in their sophomore year. A laboratory experience in a school is required.

300. The Reading Process **two hours**

Examines the components of reading with emphasis placed upon word attack skills, reading comprehension and factors which affect reading progress. Should be taken concurrently with Education 303 and 304 in junior year. PR: Education 200, 250 and 302.

302. Human Growth and Development **three hours**

An analysis of human growth and development from birth through adolescence. The influence of heredity and environment on the development of personality and behavior and their implications. Observations of school age children are required. PR: Education 200, 250 and 58 or more semester hours with a C average.

303. Educational Psychology **three hours**

A representative survey of psychology emphasizing the examination of prominent learning theories as they relate to the teaching-learning act. Observations in the school are required. PR: Education 200, 250, 302, Admission to Teacher Education and 76 or more semester hours.

304. Developmental Reading **two hours**

A study and application of teaching methods, materials and resources in the development of various reading skills. Should be taken concurrently with Education 300 and 303 in the junior year.

309. Early Education Curriculum **three hours**

Materials and methods integrating communication arts, social education, quantitative concepts, problem solving, scientific inquiry, movement and creative expression for the young child (age 3-5 years) in an educational setting. A laboratory experience is required. Offered during fall semesters only.

310. Organization and Administration of Early Education **three hours**

Program design and management, school-parent-community relations and influences affecting early education programs in varied educational environments. A laboratory experience is required. Offered during fall semesters only.

311. Behavior Disorders **three hours**

An in-depth investigation of the field of behavior disorders. Emphasis is placed on characteristics, etiology, history, educational strategies, current research, auxiliary agencies and educational assessment of children who are emotionally disturbed. A laboratory experience assists students in synthesizing the course content. PR: Education 220 or consent of the division head.

314. The Gifted and Talented **three hours**

A survey of the field of educational opportunities for the gifted and talented. Emphasis will be on characteristics of the children, identification and assessment techniques, current research and issues in the field, as well as educational strategies involving school personnel, parental, professional, and governmental agency involvement with the programs. PR: Education 220 or consent of the division head.

317. Specific Learning Disabilities **three hours**

An overview of the field of Specific Learning Disabilities. It analyzes the definition, characteristics and causes of specific learning disabilities. Emphasis is placed on learning development, specific legislation, programs, contemporary issues, and agencies relating to specific learning disabilities. A laboratory experience assists the student in synthesizing the content of the course. PR: Education 220 or consent of the division head.

320. Education of the Mentally Retarded **three hours**

Analysis of the definition, characteristics, and causes of mental retardation. Emphasis is placed on learning and development, intelligence, specific legislation, programs and the various social agencies related to retardation. A laboratory experience is required. PR: Education 220 or consent of division head.

321. Diagnosis, Prescription and Assessment Techniques in Special Education **three hours**

An in-depth investigation of the diagnostic and assessment procedures and instruments utilized in the identification and evaluation of exceptionalities. The laboratory components require involvement in diagnosis and assessment of exceptional children. PR: Education 220, 221, 311 or 314 or 317 or 320.

322. Curricula Approaches, Materials and Methods for the Mentally Retarded **three hours**

An investigation of curricular approaches, materials and methods utilized in reading, perception, speech and language, spelling and handwriting. The laboratory requires active participation in a classroom setting for the mentally retarded and examination of instructional materials. PR: Education 220, 221, 320 and 321 or consent of divison head.

323. Curriculum Development for Gifted Children **three hours**

An investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials and methods utilized in teaching gifted children. The laboratory component of the course features active participation in a classroom setting for gifted students. PR: Education 220, 221, 314 and 321.

324. Curriculum Development for SLD Children **three hours**

An investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials and methods utilized in teaching children with specific learning disabilities. The laboratory component of the course features active participation in a classroom setting for learning disabled students. PR: Education 220, 221, 317, and 321.

325. Curriculum Development for Behavior Disordered Children **three hours**

An in-depth investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials, and methods that can be utilized with students who are exhibiting maladaptive behavior patterns and are experiencing social and academic failures. PR: Education 220, 221, 311 and 321.

402. Mathematics in the Elementary School **two hours**

Emphasizes current materials and methods of instruction in elementary school mathematics and utilizes the psychological base of mathematics learning to relate mathematics content to methodology and methodology to children. PR: Admission to the I.P.P.

403. Language Arts in the Elementary School **two hours**

Examines current materials and methods of instruction in the elementary school with major emphasis upon creative utilization of available materials and techniques in listening, handwriting, spelling and composition. PR: Admission to the I.P.P.

404. Social Studies in the Elementary School **two hours**

A study of the objectives, materials, organization and instructional techniques in the social studies appropriate to the elementary school program. PR: Admission to the I.P.P.

405. Corrective Reading **two hours**

A basic course in the causes of reading difficulties, diagnostic procedures and prescriptive techniques with emphasis on corrective methods and materials. PR: Admission to I.P.P. and Education 300 and 304.

420. Student Teaching Experience (Elementary) **six hours**

Full-time involvement in the teaching-learning act in a public elementary school setting. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

421. Student Teaching Experience (Grades K-12) **three hours**

Full-time involvement in the teaching-learning act in a public elementary school setting. Students will observe, participate and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

422. Student Teaching Experience (Grades K-12) **three hours**

Full-time involvement in the teaching-learning act in a public secondary school setting. Students will observe, participate and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

424. Educational Technology **three hours**

Through direct experiences in utilizing and producing the latest educational equipment/materials, students identify the need for utilizing media, the characteristics and special needs of students to be served by them, and the basis for selecting the material to achieve the planned objectives of instruction. PR: Education 302, 303 and/or consent of the division chairperson. Offered during the fall semester only.

430. Reading Instruction in the Secondary Content Area **two hours**

Develops understanding of the reading skills essential to the content subjects and instructional techniques for extending reading skills in those areas. PR: Admission to the I.P.P.

432. Evaluation Techniques in the Secondary School **two hours**

Acquaints students with the basic principles and practices of student assessment through the use of standardized and teacher-made tests. Simple statistical treatments of both types of test are included. PR: Admission to the I.P.P.

433. Instruction in the Secondary School **three hours**

Involves the student in planning and implementing effective instructional strategies, understanding principles of classroom management and control, and personalizing an approach to instruction for use in the student teaching experience. PR: Admission to the I.P.P.

440. Applied Practicum in Mental Retardation **three hours**

A field-research practicum involving the prospective teacher, through analogous and equivalent practice, in diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issues are identified via action research, both in the field and laboratory. PR: Education 220, 221, 320, 321, and 322.

441. Practicum—Specific Learning Disabilities **three hours**

A field-based practicum intended to involve the teacher trainee as a student aide in a specific learning disability classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for SLD children. PR: Education 220, 221, 317, 321, and 322.

442. Practicum—Gifted Education **three hours**

A field-based practicum intended to involve the teacher trainee as a student aide in a gifted classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for gifted and talented children. PR: Education 220, 221, 314, 321, and 323.

443. Practicum—Behavioral Disorders **three hours**

A field-research practicum intended to actively involve the teacher trainee, through analogous and equivalent practice in the application and synthesization of previously learned concepts. Emphasis is placed on diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issue are identified via action research, both in the field and laboratory. PR: 220, 221, 311, 321 and 325.

450. Student Teaching Experience (Secondary) **six hours**

A full-time involvement in the teacher-learning act in a public secondary school setting. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

470. Student Teaching Experience in Mental Retardation **three hours**

A minimum four-week full-time student teaching experience in an appropriate public school setting. The experience emphasizes application of essential concepts and skills in designing instructional approaches for the mentally retarded. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

471. Student Teaching in SLD **three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified SLD program with a licensed teacher in Specific Learning Disabilities. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Specific Learning Disabled Students. PR: All coursework in the program.

472. Student Teaching in Gifted **three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified gifted program with a licensed teacher in Gifted. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice

through the application of those skills essential in designing and implementing instructional approaches for Gifted Students. PR: All coursework in the program.

473. Student Teaching in Behavioral Disorders **three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified program with a licensed special education teacher. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those concepts and skills essential in designing instructional approaches for the behaviorally disordered.

Electronic Data Processing

(Division of Commerce)

100. Introduction to Electronic Data Processing **three hours**

Three hours lecture and discussion per week. This course will provide an introduction for the major and minor in Electronic Data Processing as well as a familiarization course for those students not continuing in the field. The course will cover the nature of data processing with an emphasis on EDP systems. Students will be introduced to the steps in data processing, computer hardware, programming languages, computer software, and data processing applications. Skill in computer programming with the language "BASIC" will be developed. PR: None.

102. Principles of Computer Programming **three hours**

This course will provide an in-depth study of the foundations for computer programming of business applications. This will include a survey of computer hardware, software, techniques of computer programming, and principles of file handling. The student will be required to complete three to five projects which exemplify standard business applications using the BASIC programming language. (Because of its demanding character, the course is designed primarily for EDP majors or minors and for persons wishing to satisfy Graduate School entry requirements.)

103. FORTRAN Programming I **four hours**

An introduction to FORTRAN from basic I/O and control statements through arrays and subscripting. Programming is accomplished through interactive processing. Primary emphasis is placed on language competency and programming in the FORTRAN language with students preparing projects for computer solution. Three hours lecture and two hours lab per week. PR: EDP 102 or consent of instructor.

104. Introduction to COBOL Programming **four hours**

Three hours lecture and two hours lab per week. The introductory course for the major business programming language. Students will learn the COBOL language organization and be given practice in planning, writing, and processing COBOL programs. The COBOL language will require the development of a complete understanding of data, records, and files. PR: EDP 102 or consent of instructor.

105. Electronic Data Processing Consulting **one hour**

The student will provide program consulting for students enrolled in EDP 100, EDP 103, or EDP 104. The service will be performed in the computer terminal room of the Computer Center for one three-hour period each week of the semester. The service will be restricted to assistance with terminal operation and programming problems that involve terminal software, language syntax or interpretation of error diagnostic messages. There will be regular weekly meetings with the instructor in charge to discuss problems. PR: EDP 103, 104 and consent of EDP faculty.

110. Programming with BASIC **four hours**

This course includes three hours lecture and two hours lab per week. It is designed for the student with a fundamental knowledge of BASIC or proficiency in another language. Students will complete from four to six programming projects illustrating programming logic, debugging techniques, control structures, character string manipula-

tion, array handling, file processing, and usage of functions and sub-routines. Students will develop a proficiency in the language encompassing those versions of BASIC developed for use on minicomputers as well as large computers. PR: EDP 102.

199. Special Topics in Electronic Data Processing **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Assembler Programming **four hours**

Three hours lecture and two hours lab per week. The development of understanding and skill in computer programming at the assembler level. Students will become more familiar with the internal operation of the computer, computer language, and programming efficiency. Data processing jobs are planned, and processed using the assembler language available on the computer system. PR: EDP 102, 103, 104 or consent of instructor.

203. FORTRAN Programming II **four hours**

Three hours lecture and two hours lab per week. Advanced course in programming and applications using the FORTRAN language. The student's knowledge and skills are developed to a level of sophistication that will allow immediate employment as a beginning programmer in the language. Course develops programming efficiency and advanced techniques. PR: EDP 103.

204. Advanced COBOL Programming **four hours**

Three hours lecture and two hours lab per week. Advanced course in programming and application using the COBOL language. The student's knowledge of COBOL is developed to a level of sophistication in the language. Course develops programming efficiency and advanced techniques. PR: EDP 104.

206. PL-1 **four hours**

Three hours lecture and two hours lab per week. This is an advanced course in programming and applications using the PL-1 language. The student's knowledge and skills are developed to a level of sophistication that will allow immediate employment as a beginning programmer in the language. The course develops programming efficiency and advanced techniques. PR: EDP 103, 104 or consent of instructor.

207. RPG **four hours**

Three hours lecture and two hours lab per week. This is an advanced course in programming and applications using the RPG language. The student's knowledge and skills are developed to a level of sophistication that will permit immediate employment as a beginning programmer in the language. The course develops programming efficiency and advanced techniques. PR: EDP 103, 104 or consent of instructor.

220. Business Systems **three hours**

The analysis and design of computered systems for handling the data processing requirements of a typical business. Topics discussed include information flow, data base design, systems integration, system security and controls. Various case studies are used to illustrate the analysis/design techniques. PR: EDP 103 and 104 or consent of instructor.

230. EDP Special Project **four hours**

The course may be taken during the summer or the last semester. Independent work will be required by the student with an area computer installation or in the college computer center. Practical application and experience with a data processing project for which the student will have total responsibility. The student and program director will agree on the nature of the project necessary to satisfy the requirement. PR: EDP 103, 204 or concurrent registration.

240. Selected Advanced Topics **four hours**

Studies in specially selected advanced topics. Current topics of interest in Data Processing will be covered. Topics to be studied will be determined by the instructor and approved by the division head. PR: EDP 103, 204 or concurrent registration, or consent of instructor.

Emergency Medical Services

(Division of Allied Health)

101. Techniques of Emergency Medical Services **four hours**

The study of the techniques of emergency medical services including medical aid for trauma and illness victims, principles of auto extrication, rope work, and radio communications. Classes are conducted in both the classroom and in field experience. Medical block 44 clock hours, rescue rope work 24 clock hours, communication 24 clock hours for a total of 92 hours. In addition to regular course hours, three lab hours for the practicum are required each week.

102. Clinical Practicum **three hours**

This practicum is designed to increase the field knowledge of the EMS student prior to entry into the Mobile Intensive Care Paramedic (MICP) Program. This course is recommended by the State Office of Emergency Medical Services. PR: 101, EMT licensure and approval of instructor.

105. Specialized Rescue Techniques **three hours**

Study of rescue systems with emphasis in extrication. Advanced training in auto extrication, rigging, knot tying, tunnel rescue, etc. Provide knowledge in rescue equipment, limitations of use and maintenance.

198. Advanced Emergency Care **eight hours**

This course provides theoretical background and practical training for performance of the following procedures: assessment, intravenous therapy, administration of resuscitative drugs, airway maintenance, recognition of dysrhythmias, and procedure for defibrillation, and application of Military Anti-Shock Trousers (MAST). The class meets two four-hour sessions per week and it must be taken concurrently with EMS 201 and EMS 105. PR: EMS 101, 102.

199. Special Topics in Emergency Medical Services **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. EMS Practicum **four hours**

In addition to clinical training, the student is instructed in the management of more specialized emergency situations, such as defibrillation, administration of intravenous fluids and drug therapy.

English

(Division of Language and Literature)

104. Written English **three hours**

Training in writing and speaking, including a short review of grammar, sentence structure, and punctuation; attention to the organization and development of thought, both in student compositions and in expository reading material; guidance in the use of reference books. Laboratory work will be required of those who do not meet certain minimum standards in English.

108. Advanced Written English **three hours**

A continuation of English 104 stressing rhetorical principles. One of the writing projects is a research paper. Laboratory work will be required of those who do not meet certain minimum standards in English. PR: English 104. English 108 is a prerequisite for all English courses numbered 200 or above.

109. Technical Report Writing **three hours**

This is a course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: Eng. 104. 109 may be substituted for Eng. 108 in certain associate degree programs only.

199. Special Topics in English **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

207. Children's Literature **three hours**

A survey of literature desirable for children; development of principles of selection and standards of evaluation; wide acquaintance with current books.

250. Survey of English Literature **three hours**

A study of the mind and temper of the English people as seen in their literature from the Old English period to the present.

260. Survey of American Literature **three hours**

A historical study of the American mind as expressed in literature from colonial times to the present.

302. Narrative and Descriptive Writing **three hours**

Practice in writing the simpler forms of fiction and personal narrative with descriptive detail.

309. Advanced Technical Communication **three hours**

This course places special emphasis on the preparation and implementation of the extensive, formal report in business, industrial and public service organizations. As such it will feature an introduction and orientation to source materials for advanced technical research and presentation, and it will also be concerned with the use of technical language with informed and uninformed audiences.

311. Literature of the Romantic Period **three hours**

A concentrated study of the works of such writers as Burns, Wordsworth, Coleridge, Byron, Shelley, and Keats.

312. Literature of the Victorian Period **three hours**

A concentrated study of the works of such writers as Tennyson, Browning, Rossetti, Arnold, Swinburne, Mill, Ruskin, and Carlyle.

315. Shakespeare **three hours**

A study of representative histories, comedies, and tragedies.

318. Modern Drama **three hours**

The study of modern dramas from the nineteenth century to the present.

319. General Semantics **three hours**

Study in that branch of linguistics concerned with the nature, structure, and meaning of words and with the role of language in human behavior.

321. Study of the English Language **three hours**

Word history and analysis; diction; descriptive grammar and constructions; fundamentals of composition. Required of all prospective teachers of English; to be taken before I.P.P. Sophomores must have permission of instructor.

322. The Short Story **three hours**

A critical study of this art form based upon the work of British, continental, and American authors.

341. Survey of World Literature **three hours**

A study in translation of some of the great ancient and medieval writers from Homer through Dante.

342. Survey of World Literature **three hours**

A continuation of 341 covering the period from the Renaissance to modern times.

343. The Current Scene in Literature **three hours**

A course showing present-day attitudes as reflected in the work of contemporary writers.

346. The British Novel **three hours**

A historical and critical study of significant British novels of the eighteenth, nineteenth, and twentieth centuries.

347. The American Novel **three hours**

A course designed to trace the development of the American novel from the late eighteenth century to the present. Important American novels will be analyzed in a temporal sequence.

348. The Bible as Literature **three hours**

A study of the literary types and content of the Bible.

350. American Prose **three hours**

A survey of the crucial ideas and methods of major prose nonfiction writers in America who have sustained and stimulated American life. Included are such figures as Hemingway, Agee, Mailer, and Baldwin in this century and Thoreau, Mark Twain, Franklin, and Henry Adams from earlier eras.

351. Minority Literature **three hours**

Reflecting the diversity of cultural sources and forms in America, the ideas and methods of writers outside the main literary and social traditions are studied for their contribution to the development of the American experience. Minority writings include the efforts of Black, Latin, Indian and Asian spokesmen as well as the products of European ethnic groups such as Jewish and Irish writers.

352. Southern Literature **three hours**

A study of representative Southern authors and works from colonial times to the present, emphasizing the characteristically Southern themes and point of view. Included are such figures as Twain, Wolfe, Faulkner, Welty, Ransom, and O'Connor.

353. Eighteenth Century Literature **three hours**

A study of important British writers of the period, particularly Swift, Pope, Addison, and Johnson.

360. Major American Poets **three hours**

A study of leading American poets, particularly Poe, Emerson, Whitman, Dickinson, Frost, Pound, and Eliot.

371. Folk Literature **three hours**

A survey course whose chief emphasis is on the study of the oral literature of West Virginia; kindred material is also studied and collected—superstitions, riddles, stories, songs, and localized language.

372. The Art of the Motion Picture **three hours**

A course designed to trace the evolution of the motion picture from its most humble beginnings to its present sophisticated condition. Such aspects of the film as genre (the western, the horror film), techniques (sound, editing, photography), themes (forbidden knowledge, vengeance), and character types (cops, comics, crooks) will be considered. Although this course is intended for the serious student of the verbal and visual arts, it is also designed to accommodate (as an elective) any interested student who is an avid film goer and desires to improve his appreciation of the films he sees.

376. Civilisation—A Personal View **three hours**

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

413. Expository Writing **three hours**

Study and practice of the various kinds of expository writing with special emphasis upon the skilled production of research papers.

420. Seventeenth Century Literature **three hours**

A study of important British writers of the period, including Donne and Herrick, and emphasizing Milton.

421. Chaucer **three hours**

A study of selected works by Chaucer which help to reveal the range and development of his thought and art. The emphasis will be on *The Canterbury Tales* and *Troilus and Criseyde.*

422. The British Drama **three hours**

The history of English dramatic literature from medieval to modern times.

423. Literary Criticism **three hours**

A study of past and present critical methods and of the theoretical assumptions upon which they are based.

431. Methods and Materials in Teaching English **two hours**

Study and practice in the techniques of teaching the fundamentals of grammar, mechanics, composition, and the varied types of literature; taken as part of the Initial Performance Practicum.

450. Honors Literature **one hour**

This course is intended for the superior student of literature, regardless of major. It consists of guided readings, weekly seminars, and an examination covering each semester's work. In order to graduate "with honors," a student must earn three hours of credit. PR: Permission of Honors Committee. Credit: One hour per semester. The maximum number of credits a student can earn in English 450 is 4 hours.

460. Independent Studies **one-four hours**

Intensive study in the work of one or more significant authors. Subject area to be suggested by the students and approved by the instructor. The students may conduct an independent investigation in an area of interest to them and embody the results in one or more research papers. PR: Consent of instructor.

Foundations

101. Basic Writing Skills **two hours**

Individualized and group instruction in the areas of grammar, punctuation, spelling, sentence structure, and paragraph structure. Students demonstrating weaknesses in writing will be encouraged to enroll.

102. Basic Reading Skills **two hours**

Individualized and group instruction in the basic techniques of reading, including word recognition, vocabulary, and comprehension skills. Students demonstrating weaknesses in reading will be encouraged to enroll.

105. Elementary Algebra **three hours**

The following topics will receive attention in this course: Number systems, fundamental laws of algebra, algebraic operations, and linear equations in one and two variables. Students with limited backgrounds in algebra will be encouraged to enroll.

106. Elementary Plane Geometry and Trigonometry **two hours**

The following topics will receive attention in this course: Introduction to points, lines and planes in rectangular coordinate systems; analytical and graphical plane geometry; and analytical and graphical plane trigonometry. Students with limited backgrounds in plane geometry and trigonometry will be encouraged to enroll.

199. Special Topics in Foundations **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

French

(Division of Language and Literature)

101. Elementary French I **three hours**

Pronunciation, oral comprehension and speaking, reading and written drill and composition, elements of grammar. Laboratory.

102. Elementary French II **three hours**

Continuation of 101 completing the basic grammatical principles. One year of high school French is also considered as a satisfactory prerequisite for this course.

199. Special Topics in French **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate French I **three hours**

A course designed to reinforce and increase knowledge of vocabulary and grammar. The course consists of extensive and intensive reading, the review of grammar, and continued attention to pronunciation and speaking. Interesting reading materials such as short stories are emphasized. There is included the use of a language laboratory. PR: 101 and 102, or two years of high school French, or equivalent.

202. Intermediate French II **three hours**

The continuation of French 201. PR: 201, or equivalent.

220. French Special Topics II **three hours**

A diversified study of the daily life and environment of present-day France and French-speaking peoples, placed in relation to the language. Emphasis is on a realistic, practical approach. Work is individualized to fit the language-level and interest of the student. PR: Consent of the instructor.

292. Pro-Seminar. Special Topics. First Option, Topic I **three hours**

This course is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "France in Perspective." This is a study of French civilization and culture with emphasis as to content on the recent period, and as to approach on the use of the comparative method, comparing France, its culture and its contributions to that of other nations. This course is taken in conjunction with First Option, Topic II, described below. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. First Option. Topic II. **three hours**

This course is taken in conjunction with First Option, Topic I, described above. It is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "French Contemporary Literature." The period emphasized is that beginning about 1930. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Second Option **six hours**

This course, which may be taken instead of the First Option, is taken in the West Virginia University French Program Overseas. It has for its topic "Conversation and Contemporary French Culture." PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Third Option, Topic I **three hours**

This course, taken at Fairmont State College, has for its topic "France in Perspective." This is a study of French civilization and culture with emphasis as to content on the recent period and as to approach on the use of the comparative method, comparing France, its culture and its contributions to that of other nations. This course is taken in conjunction with Third Option, Topic II, described below. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Third Option, Topic II **three hours**

This course, taken in conjunction with Third Option, Topic I, described above, has for its topic "French Contemporary Literature." The period emphasized is that beginning about 1900. PR: Consent of instructor.

301. Literature of the Seventeenth Century **three hours**

Reading of the plays of Corneille, Racine, Moliere with outside reports from other classical writers. Comprehension, speaking, reading and writing all stressed. PR: Two years of college French or equivalent. Lab used.

310. Special Topics in French **three hours**

Supervised independent study reflecting the student's needs and interests. PR: Consent of instructor.

311. French Composition and Conversation I **three hours**

Part of the group consisting of 311 and 312, which may be taken in any order. Writing, conversing, and aural comprehension, with extensive use of audio-visual aids. Emphasis on practical proficiency, grammar, vocabulary building, and phonetics. Language laboratory used. PR: 12 hours of French.

312. French Composition and Conversation II **three hours**

Part of the group consisting of 311 and 312, as described under 311, with content consisting of French civilization and culture.

314. French Civilization and Culture **three hours**

The content of the course consists of a study of the basic historical development and significant contributions of France, its outstanding figures, its geography, traditions, contemporary social patterns, legends, songs, and influence on the United States. The instructional method emphasizes French conversation and extensive use of tapes, slides, and motion pictures. PR: 12 hours of French or consent.

321. Contemporary Literature **three hours**

Outstanding writers of the twentieth century, such as Gide, Proust, Mauriac, Giono, Camus, Valery. Emphasis is on reading comprehension. PR: 12 hours of French.

411. Advanced French Composition and Conversation **three hours**

Writing, conversing, and aural comprehension on an advanced level with extensive use of audio-visual aids. Emphasis on a high level of proficiency, grammar, vocabulary, and pronunciation. PR: 18 hours of French, including one previous conversation course, and to be taken as late as possible in the sequence of courses.

420. Refresher Course in Conversational French **three hours**

For secondary teachers seeking renewal credit. Conversation, grammar, phonetics, pronunciation, vocabulary, writing, and listening comprehension. Individualized instruction relating to student's needs and goals. PR: Consent of instructor.

426. Main Currents of French Literature and Culture **three hours**

A coordinated study of French literature and culture from a thematic and unitary standpoint. The main and unique currents of French contribution to world civilization are distinguished. The period 1700-1900 is emphasized as exemplifying most of these currents in their complex modern forms, leading to the contemporary period taken up in French 321. PR: French 202.

431. Methods and Materials in Teaching French **two hours**

Study and practice in teaching French language and literature, grades 7-12.

435. Foreign Language Methodology for Secondary Teachers **three hours**

A course dealing with all facets of teaching the language skills, culture, and literature, as well as learning to operate medial equipment, including the language laboratory. Instruction on topics such as individualization with the self-contained classroom, the use of the traditional grammar text with an audio-lingual approach, the writing of performance objectives for students and teachers, and new methods in foreign language teaching. Especially designed for secondary teachers seeking renewal credit. PR: Consent of the instructor.

Geography

(Division of Social Science)

199. Special Topics in Geography **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

210. Introduction to Geography **three hours**

An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.

305. Economic Geography **three hours**

A study of the production, consumption and exchange of goods by people throughout the world. Consideration is also given to spatial variations and influences of the natural environment and culture. PR: 210.

315. Urban Geography **three hours**

A study of urbanization process including origin, growth, function, spatial patterns, structure and heirarchical arrangement of urban centers, and urban problems, with special references to American cities.

330. Geography of North America **three hours**

A regional economic geography primarily of the United States and Canada from the standpoint of man's activities in relation to his natural surroundings and resources.

340. Geography of Europe **three hours**

A study of the important geographic concepts concerning man's activities in Europe and their importance to the United States and the rest of the world. A general overview will be made of Soviet European geography. PR: Geog. 210.

350. Geography of Latin America **three hours**

This course is a regional study of South America, Central America, Mexico, and the West Indies. PR: 210.

360. Geography of Africa **three hours**

A regional survey of the continent examining the great diversity that characterizes the area. Emphasis is placed on the complexity of the political pattern, the natural resources, economic development, and the physical setting.

370. Geography of Asia **three hours**

The study of Asia for the purpose of understanding the various Asian nations, their economic-geographic regions, major commodities, industry, commerce, and major problems. PR: 210.

399. Maps and Diagrams **three hours**

A presentation of statistical data by different kinds of diagrams, such as bar, pie, ring, and block diagrams and graphs; also the preparation and understanding of maps.

Geology

(Division of Science and Mathematics)

101. General Geology **three hours**

Two lectures and one two-hour lab per week. This course covers the materials of the earth's crust and the physical and chemical processes operating in and on the earth.

102. General Geology **three hours**

A continuation of 101. Application of physical and chemical processes to interpret the history of the earth. Includes a survey of evolution and the fossil record.

199. Special Topics in Geology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

German

(Division of Language and Literature)

101. Elementary German I **three hours**

The elements of German grammar; simple reading exercises, pronunciation; written assignments.

102. Elementary German II **three hours**

A continuation of the above course; special topics in grammar and greater emphasis on reading. PR: 101 or one unit of high school German.

199. Special Topics in German **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate German I **three hours**

Grammar review; composition; conversation; reading of fiction. The principal aim of the course is the reading of narrative of moderate difficulty. PR: German 102 or equivalent.

202. Intermediate German II **three hours**

This course continues the work of German 201. PR: German 201 or equivalent.

210. Masterpieces of German Literature **three hours**

A course emphasizing reading and aural comprehension of a wide range of German poetry, fiction, and drama. May be substituted for German 201 or German 202, with permission of the instructor. Laboratory used. PR: 9 hours German, or permission of instructor.

230. German Special Topics II **three hours**

Individualized study according to the needs and aims of the student in areas such as nonfictional material, contemporary fiction, civilization and culture, scientific German, selected literary works, or a combination of these. May be substituted for German 201, or 202. PR: Consent of the instructor.

301. The German Novelle **three hours**

A study of the German Novelle as a literary form of the nineteenth and twentieth centuries, with attention also being given to the German cultural and social environment. Continued work in composition and conversation. PR: 12 hours, or permission of instructor.

302. German Drama and Lyric Poetry **three hours**

A study of selected German plays and lyric poems, with emphasis on the work of Goethe and Schiller. Continued work in composition and conversation, and aural comprehension. PR: 12 hours, or permission of instructor.

303. Special Topics **three hours**

A course of individual study under supervision in a topic and skill of special importance to the student, such as the reading of literary or scientific material, aural comprehension, or pronunciation. Laboratory work may be included. PR: 9 hours, or permission of instructor.

Health Education

(Division of Health, Physical Education, Recreation and Safety)

100. Personal Health **two hours**

The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

150. Introduction to Health Science **two hours**

An in-depth study of the several content areas relating to health, contemporary health problems, and reciprocal relationships involving man, disease, and the environment are investigated.

199. Special Topics in Health **one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

200. Foundations of Health Education **two hours**

Historical, philosophical, sociological, and scientific foundations of health education as it relates to the present educational system and the changing society are examined.

202. Community Health Problems **three hours**

Philosophy, organization, identification and function of federal, state, and local public health agencies, and their role in dealing with community health and safety problems are presented. PR: Biology 101 and 102.

204. Health/Safety Seminar **three hours**

A comprehensive analysis of concepts essential for competence in developing a safe and healthy life-style is explored. The study will also involve the learning of essential first aid skills.

310. School Health Programs **three hours**

A comprehensive approach to the development of school health programs based upon the contemporary health needs and problems of students is investigated.

370. Contemporary Health Issues **three hours**

Identification, analysis and evaluation of our most critical health problems confronting society including drug abuse, addiction, human sexuality, cardiovascular disease, malignant neoplasm (cancer), and environmental health are examined. PR: Psychology 101 and Sociology 110.

400. Health Education for the Elementary School **two hours**

Specific areas of health relating to the needs of elementary school children are studied.

410. Seminar in Public Health Education **four hours**

The historical and philosophical development of public health agencies including governmental aspects, legal bases, organizational principles, personnel factors, and public relations is presented. Periodic field trips are included during the second eight weeks.

412. Drug Use—Abuse—Addiction **two hours**

Students will examine physiological, psychological, social, historical, legal and health aspects of drug use, abuse and addiction.

415. Human Sexuality **two hours**

The student will learn to identify the trends, issues and content necessary to analyze and develop methods and materials in sex education.

425. Environmental Health **two hours**
The traditional causes and emerging problems related to man's knowledge and understanding of environmentally-induced diseases are investigated. The study will involve the man-environment relationships conducive to optimum health.

431. Methods and Materials for Health Education **two hours**
This course is a study and discussion of methods and curriculum of teaching health education. Materials and techniques of instruction appropriate for all grade levels are examined.

450. Field Practicum in Public Health **four hours**
Experience in field practice in public health for one semester under supervision of public health professionals will be provided. Pass/Fail.

History

(Division of Social Science)

107. United States History I **three hours**
The Age of Discoveries to the Reconstruction Era.

108. United States History II **three hours**
The Reconstruction era to the present time.

111. History of Civilization I **three hours**
The earliest times to the beginning of the modern era.

112. History of Civilization II **three hours**
The beginning of the modern era to the contemporary period.

199. Special Topics in History **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

250. History of Technology **three hours**
A survey course from pre-historical tool-making to atomic energy and computers in the twentieth century. Credit in history or Industrial-Technical Education.

302. West Virginia **three hours**
West Virginia history, government, and geography from the first settlements to the present time.

305. History of England **three hours**
From Roman Britain to the present day.

312. Diplomatic History of the United States **three hours**
The foreign relations of the United States and the development of basic American foreign policies from the colonial period to the present.

315. Colonial America **three hours**
The American colonies from their beginnings to the end of the Revolutionary War.

316. American Federal and National Period **three hours**
United States history from the Revolutionary War to the close of the Mexican War.

317. Civil War and Reconstruction **three hours**
The victory of the Federal Union over sectional division.

318. The Gilded Age to the Great Crash **three hours**
The United States from 1876 to 1929.

319. Recent America **three hours**
America's emergence as a leading world power.

320. American Economic History **three hours**
Economic development of the United States from the colonial period to the present.

325. Medieval Europe **three hours**
Formative development in intellectual, social, economic, and political history from the fall of Rome.

326. American Constitutional History **three hours**
The origins of the Constitution of 1787 and the role of leading jurists and landmark cases in shaping the American Constitutional traditions.

330. Early Modern Europe **three hours**
From the Renaissance and Reformation to the Age of the French Revolution.

331. Revolutions in History **three hours**
A study of revolutionary thought and action as a force in world history since ancient times. Major topics include the American and French Revolutions of the eighteenth century, the Chinese and Russian Revolutions of the early twentieth century, and a sampling of more recent revolutionary movements in representative regions of the world.

340. Europe in the Nineteenth Century **three hours**
Nationalism, imperialism, and industrial development before the First World War.

341. Recent Europe **three hours**
Problems of readjustment in the twentieth century: the League of Nations, Fascism and Communism, the Second World War, the Cold War, the Common Market.

342. Diplomatic and Military History of Europe **three hours**
The development of military and diplomatic techniques and foreign policies from the Middle Ages to the present day.

343. Urban History **three hours**
An examination of the historical role of the city as a concentration of social energies, economic and technological activities, political ambitions, and creative impulses.

344. Great Leaders of the Twentieth Century **three hours**
Selected political, military, and religious leaders of the twentieth century, using biographical and autobiographical materials to analyze, compare, and contrast their roles in recent and contemporary history.

352. History of Latin America **three hours**
Conquest and colonial developments in South America from Columbus to Latin America's role in contemporary perspectives.

355. History of Africa **three hours**
Survey of African history from the earliest time to the present with emphasis on the medieval, colonial, and modern periods.

371. Social History of the United States **three hours**
An advanced survey of the history of American social relationships and institutions with emphasis on the lives of ordinary people and incorporating recent scholarly research both quantitative and qualitative. Three one-hour lecture and discussion periods per week. PR: History 107 and 108.

373. Social History of the American Woman **three hours**
An examination of women's changing roles and contributions to American society.

375. Philosophy of History **three hours**
A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience. Credit in either philosophy or history.

376. Civilization—A Personal View **three hours**
An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

380. Afro-American History and Culture **three hours**
The Negro in American life to the Civil War.

381. Black Man in America **three hours**
The history and culture of the Black Man in the United States from 1865 to the present. (Credit in history of sociology.)

390. The Ecology of Man **three hours**

A transdisciplinary study of man's relationship to the natural environment, including problems of technology and pollution; historical and philosophical origins of conservation; ecological ethics; and environmental planning.

410. Area Study **one-twelve hours**

A study of a region of the world conducted on an interdisciplinary basis. The area and time span studied will be determined by the instructor. PR: Consent.

424. History of Asia I **three hours**

Historical and cultural development of Asia to 1800.

425. History of Asia II **three hours**

Impact of the West on Asian nations from 1800 to the present.

453. Russia **three hours**

Development of the Russian people from the time of their appearance as a national entity, through the tsarist, imperial, revolutionary, and Soviet eras to the present.

455. ABC Powers of Latin America **three hours**

An in-depth analysis and study of the three leading powers of Latin America—Argentina, Brazil, and Chile.

Home Economics

(Division of Technology)

101. Principles of Clothing Construction **three hours**

Application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual; development of construction techniques using various fabrics.

102. Advanced Clothing Construction **three hours**

Use of contemporary fabrics and techniques to construct a variety of garments including sweaters, lingerie, swimwear and active sports clothes with emphasis on the newest developments in home sewing.

103. Clothing Selection **two hours**

Clothing for the individual, family, and special need groups, including fashion trends, history of costume, clothing and behavior, color analysis, clothing for the handicapped and discussion of the dress for success theories.

110. Elementary Nutrition **two hours**

A study of the basic principles of human nutrition to the selection of food for individuals throughout the life cycle under varying economic, social and cultural situations.

130. The Child and Community **three hours**

A course designed to help the student understand the sociocultural forces (community, government, technology, economic) that affect the young child; and to examine supportive services for children with various needs, as well as the role of the child development associate in carrying out these services. Take concurrently with 132.

131. Programs for Early Childhood **three hours**

Historical background and present-day theories of early childhood programs. The infant and young child at home in children's centers. Relationship of children, parents, and communities. Administration of programs.

132. The Child and Community Practicum **three hours**

Observes the role of the middle-professional in the various agencies throughout the community and begins to work in the agency in a general sense. Take concurrently with 130.

140. Introduction to Interior Decoration **three hours**

A survey of different career possibilities in the field of interior design. The role of the decorator in furniture stores, department stores, decorator studios, and independent operations is developed.

199. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free elective in degree and certificate programs.

200. Child Care Practicum **six hours**

Utilizing the knowledge from all courses the student will be responsible for planning and implementing an eight-week program for a child development center.

201. Principles of Food Selection and Preparation **three hours**

A study and application of food principles of food preparation including selection, marketing, nutritional value, storage, preservation, and meal service. The class meets for lecture two times a week with one two-and-one half hour lab period per week.

202. Advanced Foods **two hours**

A continuation of Home Economics 201 with an emphasis placed on more advanced techniques in preparation of food. The theory and practice of preparing and serving family meals requires the management of time, energy, money.

210. Textiles **three hours**

Production of fabric from source to end use; properties of textile fibers in relationship to performance and use, textile selection and maintenance for apparel and home furnishings.

219. Introduction to Food Service Industry **three hours**

This course provides a description of the different careers available in the food service industry. Training programs conducted by restaurants, hospitals, nursing homes, fast food services, and school lunch programs will be discussed and tours of these establishments will be conducted. Federal, state and local regulations regarding sanitary and safety controls as they relate to food service will be surveyed. Identification of food-borne diseases and methods for their prevention and control will be discussed, and the positive principles of health, personal hygiene, and safety that are involved in food handling will be described. The emphasis of the course will be on practical application.

220. Diet Therapy and Community Nutrition **three hours**

This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. Includes both health care facilities and community feeding programs (including school lunch) under supervision of a registered dietitian or food service director.

223. Quantity Foods **three hours**

Principles and techniques of quantity food preparation. Use of standardized recipes and institutional equipment.

224. Practicum I **four hours**

Training in institutional Food Service in cafeteria or food service with supervision.

227. Food and Beverage Merchandising **three hours**

This course discusses catering for different types of social functions, dining room arrangement and service to gain customer satisfaction. It also deals with purchase specifications, management and quality as applied to tableware, furnishing, equipment and supplies.

229. Food Management Seminar **one hour**

Coordinates and reviews materials student has learned, discussed various food service management problems and solutions.

230. Theory and Practices in Work with Young Children **three hours**

A course designed to build competencies in parents and workers with young children. Daily and long-range program development with emphasis on continuity in learning experiences. Take concurrently with 232.

232. Practicum with Young Children **three hours**

Utilizing knowledge from theory and practice, the student will plan programs and enrichment activities for children in various settings. Take concurrently with 230.

251. Applied Design **two hours**

An extensive study of design in relation to the creation, selection, and arrangement or enrichment items in their homes and lives.

275. Practicum: Interior Decoration **four hours**

Training in retail interior decorating service working under supervision.

299. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free elective in degree and certificate programs.

303. Nutrition **three hours**

A study of the principles of nutrition with application of planning adequate diets for normal individuals and family groups of varying cultural and economic levels. National and international problems of nutrition are included.

305. Nutrition in the Public School **three hours**

A study of the essential principles of nutrition for the teacher in public schools. Includes methods of teaching nutrition to children at different grade levels. The federal school lunch program studied as an integral part of the school nutrition program.

310. Family Life Education **three hours**

A study of the changing American family and of interpersonal relationships between family members at each stage in the family life cycle. Special reference to mate selection, adjustments, crises and supports for families.

312. Consumer Education **three hours**

A study of the selection of consumer goods and factors affecting selection such as labeling, advertising, credit, contracts and consumer legislation, car, health and life insurance for family security, social security and wills.

315. Home Management **three hours**

A study of management process and its effect on the family. Decision making, economics, effective use of resources and the interaction of values, standards, and goals are considered for the family.

316. Household Equipment **two hours**

Structured to develop criteria for intelligent selection, use, care, and maintenance of equipment used in the home.

318. Home Management Problems **two hours**

Analysis and application of management principles. Common problems of families use of resources; management of relationship will be solved by students through planned supervised experiences by observation or participation.

320. Home Planning and Furnishing **three hours**

Designed to help individuals analyze social, physical, economic and psychological needs which must be met by their housing. House plans and furnishings studied in relation to use, economy, beauty, and individuality.

328. Cognitive, Affective Development of Children **three hours**

Examines theory and research relevant to cognitive and affective development of children ages 3-5. Particular emphasis is placed on applying theory and research in

guidance and in planning curricula and instruction for young children. Laboratory experience is required.

330. Child Care and Development **three hours**

Examines theory and research relevant to cognitive, language, socio-emotional and psychomotor development in early childhood. Particular emphasis is placed on becoming an objective observer of young children and in applying research and theory in interpreting behavior and planning for development and learning.

331. Adolescent Development **two hours**

Examines theory and research relative to physical growth, intellectual development, relationships with parents and peers and growth in self-direction. Special attention given to the quest for identity and self-concept.

332. Child Development Problems **one-three hours**

Supervised experience in working with pre-school children. Appreciation of theory and research in planning programs, materials, and guidance to enhance development and learning in all areas of child development. PR: 330 or take 330 concurrently.

351. Home Arts **three hours**

A study of the principles of design. Basics of home and applied arts through the use of color, texture, and line. Articles constructed through the techniques of stitchery, textile printing, and handicrafts.

371. Problems in Interior Design **one to four hours**

Provides an opportunity for the student to pursue directed, independent study in the areas of housing and design. The class will meet a double period twice a week for one half of semester. One hour per semester. This may be repeated in different areas of interest or problems in home furnishings for a maximum of 4 hours credit. PR: consent of instructor.

399. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

402. Tailoring **three hours**

Construction of a basic dress, suit, and accessories with emphasis on selection of fabric, fitting, and tailoring details. Consult instructor for prerequisites.

430. Methods in Vocational and Adult Education **two hours**

Methods and materials for the development of consumer homemaking programs, occupational education, adult programs, and career education for secondary, post-secondary and adult levels. Emphasis given to preparation of curriculum materials for the various programs, and the legislation involved in implementation.

431. Methods and Materials in Teaching Home Economics **two hours**

Required course for student teachers; the special methods for the subject area. Philosophy and goals of home economics, organization of teaching materials, and techniques, and curriculum planning. Selection of equipment and supplies to manage a home economics department analyzed.

499. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Human Services

(Community College)

100. College Orientation **one hour**

This course is designed to acquaint entering freshmen with various academic, economic, and social aspects of college life, including student services such as the academic advising system. This course is offered on a credit/non-credit basis.

199. Special Topics in Human Services **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Journalism

(Division of Language and Literature)

199. Special Topics in Journalism **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

240. Reporting **three hours**

Comprehensive study of fundamental writing forms, styles and mechanics for both print and broadcast media, including school publications. Gives practical experience in basic writing styles used in scholastic, collegiate and professional mass media. Valuable as a test of writing ability and for making students more discerning media consumers. Open to second semester freshmen and above or to first semester freshmen with previous high school journalism experience or to those exempt from English 104 and/or 108 through CLEP. Required for journalism and English teaching specializations as well as non-teaching journalism minor and graphics and radio/television programs. Offered fall and spring semesters. Three hours arranged lab required. (Enroll in both Journalism 240 and Journalism L240.)

270. Communications in Society **two hours**

Survey of mass media in a democratic society and an introduction to mass media career opportunities and preparation. Open to all students. Of interest to those undecided about their careers, especially those with scholastic journalism experience. Required for journalism teaching specialization and non-teaching journalism minor. Offered during spring semester.

271. The Newspaper and Society **three hours**

Definitive study of responsibilities, laws and ethics in relation to the news media. Covers the social responsibility theory of the press as it evolved in this country and laws and ethics affecting news media and news media's effect on the law. Reinforces necessity for accuracy in the media. Offered only in summer.

280. History of American Journalism **three hours**

Comprehensive chronological presentation of the development of American mass media by showing relationship of the past with the events of today and delineating their impact on the American way of life. Examines the American press from the seventeenth century to date, freedom of press and its present implications. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during fall semester, usually in alternate years.

312. Publications Problems **three hours**

Practical approach to problems typical to anyone charged with producing a publication, particularly teachers who may supervise a student newspaper, yearbook, magazine,or handbook. Problems of staff organization, training, finance, format, ethics, publics, and public relations. Three-hour laboratory arranged. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered usually during spring semester. PR: Journalism 240 and 343, or instructor's consent if 343 has not been completed.

320. Principles of Advertising **three hours**

Concerns the management, planning, creation and use of advertising in view of today's social attitudes, consumer trends, government controls, management pressures, and changes within the advertising structure. Taught by the commerce faculty for both business and journalism students. Required for the journalism teaching specialization. Journalism majors and minors, register for Journalism 320, not Business 320.

330. Advanced Reporting **three hours**

Advanced study and practical application of journalistic writing techniques with practicum on the Fairmont newspaper where students master use of video display terminals. Emphasis on investigative reporting and in-depth feature writing with assignments for campus publications. Enrollment suggested for senior students who have had extensive writing and editing assignments on college publications. PR: Grade C or higher in Journalism 240.

334. News Photography **two hours**

Basic camera and developing techniques during four hours of lecture-laboratory time per week. Introduces photography as a means to document and a medium of expression. Camera, film supply, equipment and chemicals required. Taught with cooperation of technology division. Limited enrollment. Required for both the journalism teaching specialization and the non-teaching journalism minor.

340. Journalism Practice **two hours**

Practical writing experience on the college newspaper, yearbook, public relations, and sports information staffs or area broadcast outlets plus guided reading in the student's field of major journalistic interest. Minimum of three lab hours required weekly. Required for teaching specialization in journalism. Offered first semester during both fall and spring semesters on an arranged basis. PR: completion of Journalism 240 and/or 343 or consent of instructor. Offered alternately with Journalism 341.

341. Journalism Practice **two hours**

Continuation of Journalism 340. An elective for the journalism teaching specialization or the journalism minor, providing a variety of journalistic opportunities in print and/or broadcast journalism depending on the individual student's interest and expertise. PR: Journalism 240 and/or 343 or instructor's consent.

343. Copy Editing and Makeup **three hours**

Intensive study of modern editing and makeup practices, copy-reading, proofreading, and headline writing principles. Production processes, photo-journalism selection, and advertising are related to publication of newspapers, magazines, yearbooks, and other forms of print journalism. Provides application of techniques through practical experience on college publications. Three hours lab required. (Enroll in both Journalism 343 and L343.) Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered usually during fall semester. PR: Grade of C or higher in Journalism 240.

431. Methods and Materials in Teaching Journalism **two hours**

Part of the Initial Performance Practicum. Study and practice in techniques of teaching journalism and advising school publications. (Students may elect to take their special methods course in their other teaching specialization.)

Library Science

(Division of Language and Literature)

101. How to Use a Library **one hour**

Introductory course on how to use libraries and library materials, with emphasis on the Fairmont State College Library. Self-paced, arranged course. Open to all students.

120. Introduction to Library Science **three hours**

A study of the historical development of libraries and their relationship to the community as a whole. Basic terminology and tools of the field are introduced. Resource people identify and define the tasks and competencies required of the library personnel. First semester only.

199. Special Topics in Library Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Reference and Bibliography **three hours**

The study of basic reference sources. Evaluation, selection, use, literature searching and bibliographic compilation are stressed. First semester only.

210. Library Materials for Adolescents **three hours**

A study of the philosophy, principles and criteria used in selecting materials for young people. Selection aids and professional tools are studied. Overall collection building and evaluation are emphasized. A wide variety of adolescent material is studied. First semester only.

302. Cataloging and Classification **three hours**

An introduction to the general principles of descriptive cataloging and entry work through a study of the Anglo-American Cataloging Rules, second edition. Construction of a call number is studied through use of the Dewey Decimal Classification and Cutter tables. Sears subject headings are used to present the basic principles of subject analysis. The practical aspects of these processes are stressed through their application to book and non-book materials. OCLC skills are stressed. Second semester only.

304. Organization and Administration **three hours**

A study of the philosophy, objectives, and procedures involved in the functioning of libraries. Emphasis on planning the physical facility, equipment, standards, staff, budgeting, ordering, services, instruction, displays and public relations. PR: 120 or consent.

400. Library Practice **three hours**

At least 100 hours of practical experience in a school, public, academic, or special library. For Bachelor of Arts in Education this course is taken concurrently with Education 420 or Education 450. PR for B.A. in Education: LS 120, 200, 210, 302, 304, Eng. 207, Educ. 424.

Management

(Division of Commerce)

305. Small Business Management **three hours**

Designed to familiarize the student with the management function required to operate a small business. The problems and requirements for success are studied and the student learns how to succeed as an independent business entrepreneur.

308. Personnel Management **three hours**

A study of the field of personnel management and industrial relations including its background, development, and modern practices.

309. Principles of Management **three hours**

The emphasis in this course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

314. Office Management **two hours**

The study of office management principles, analysis of office procedures, filing, transcribing, correspondence, reports, business machines, and forms. The application of personnel management techniques to office management, office organization, and office layouts. Not open to freshmen or students other than two- and four-year business education students.

390. Human Behavior in Organizations **three hours**

The purpose of the course is to introduce the student to the problems of human behavior in the organizational setting and the approaches available for solving these problems. The course will examine the theories on individual, interpersonal and group behavior in organizations, and will follow this with considerations of how organizations may be designed to utilize the talents of the individuals, and how managers may make use of the theories of motivation, communication, and interaction in accomplishing the objectives of the organization. PR: 309.

409. Quantitative Management **three hours**

A study is made of the quantitative techniques which have been incorporated into the business environment in recent years.

Marketing

(Division of Commerce)

205. Salesmanship **three hours**

A study of techniques appropriate to personal selling, both retail and contact. Students are given opportunties to construct and give sales presentations.

300. Retailing **three hours**

Presents an overview of retailing, including such areas as organizational structure, merchandising practices and procedures, promotional activities, store planning and layout, and control methods, thus providing technical and theoretical knowledge necessary for attaining middle management employment in this field.

304. Marketing **three hours**

A study of those business activities that direct the flow of goods and services from producers to consumers. PR: Econ. 201, 202, or consent of instructor.

312. Retail Field Experience **four hours**

Students are placed in part-time retail occupations in carefully selected establishments consistent with their career objectives. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. A total of 240 hours is required to be completed during four semesters. Open only to students in retail program.

320. Advertising **three hours**

A survey course of the social, psychological, and some technical aspects of advertising. For Business and Journalism students.

Mathematics

(Division of Science and Mathematics)

101. Applied Technical Mathematics I **three hours**

An introduction of fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot satisfy general studies requirements.

102. Applied Technical Mathematics II **three hours**

This course is a continuation of Math 101. Topics covered include solving radical equations and polynomial equations, as well as complex numbers, exponential and logarithmic functions, inequalities and additional topics in trigonometry. This course cannot satisfy general studies requirements. PR: Math 101.

110. Mathematics for Elementary Teachers I **three hours**

An introductory course in mathematical ideas. This course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course cannot be used as math credit toward certification for teaching mathematics. Credit for this course does not count for general requirement in science and mathematics.

111. Intermediate Algebra **three hours**

A course for students deficient in high school algebra. This course cannot be used as mathematics credit toward certification for teaching mathematics. Credit may be earned for either Math 111 or 101 but not both courses. PR: One unit of high school algebra.

112. Intermediate Mathematics I **three hours**

An introductory course of integrated algebra, trigonometry, and related topics, for students who have not had an equivalent course in high school. This course cannot be used as mathematics credit toward certification for teaching mathematics.

115. Intermediate Mathematics II **four hours**

An integrated course of the material traditional offered in college algebra and trigonometry, and related topics. For students who have not completed an equivalent course in high school. PR: 112 or equivalent.

116. Calculus I **four hours**

The simpler techniques of differentiation and integration for the elementary functions. Step functions and their integral, the exact area under a monotonic curve, the definite integral. Limit of a function, slope of a curve, tangents, instantaneous rates. Continuity algebra of limits, existence of limits, continuous functions. Derived functions, $D(u + v)$, Dcu, Cuv, Du^n, differentiation of polynomials. Interpretation and applications of derivatives. Mean value theorem. Taylor's theorem, higher order derivatives, cut-off Taylor's series as approximations, convexity, constant acceleration, maxima and minima. Differentiation of rational functions, maxima and minima with side conditions. The antiderivative, differential equation $DF(x) = f(x)$, antiderivative formulas, fundamental theorem of calculus. Integration by parts, algebraic properties of integrals, applications, area, mean value of a function, falling bodies, work, volumes, moments. Antiderivatives, of negative powers, application, Theory of logarithms and general powers. Exponential functions. Tangent and normal, orthogonal curves, angle between two curves, circle and parabola. Arc length, polar coordinates. Derivatives and integrals of trigonometric functions. Periodic motion, simple harmonic motion. Inverse trigonometric functions. Numerical methods: trapezoidal rule, Simpson's rule, Newton's method. PR: 115 or equivalent.

199. Special Topics in Mathematics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Mathematical Logic **three hours**

Sentential and general theory of inference, theory of proof and definition, elementary intuitive set theory. PR: Math 116 or consent.

201. Mathematical Logic **three hours**

A continuation of Math 200. PR: Math 200.

205. Fundamental Concepts of Mathematics **three hours**

An introductory survey course in mathematics including elementary logic, set language, a discussion of various number systems, numeration systems, introductory number theory, probability, and other related topics. This course will be offered each semester; it cannot be substituted for Math 110.

206. Introduction to the Theory of Numbers **three hours**

Prime Numbers; the unique factorization theorem; congruencies; Diophantine equations; primitive roots; the quadratic reciprocity theorem. PR: Math 116 or consent.

210. Mathematics for Elementary Teachers II **three hours**

This course is intended to follow Math 110. Topics covered in the course include an introduction to logic, numeration systems including bases other than ten, properties of real numbers, finite mathematics, solution of equations and inequalities. Credit for the course does not count for general requirement in science and mathematics. PR: Math 110.

212. Sets, Relations and Functions **three hours**

Topics to be studied are those related to sets, relations and functions which are common to most upper division mathematics courses. This course is designed and highly recommended for students majoring or minoring in mathematics but may be used by other students to satisfy their general education requirement. The course will be offered during the fall semester of each year. PR: Math 115.

214. History of Mathematics **three hours**

A historical development of mathematical ideas beginning with the geometry and computational methods of antiquity and continuing through the calculus. PR: Math 115 or equivalent.

315. Calculus II **four hours**

A continuation of Math 116. PR: 116.

316. Calculus III **four hours**

A continuation of Math 315. PR: 315.

323. Mathematics for Elementary Teachers III **three hours**

This is the last of three courses intended to give prospective elementary teachers an adequate background and training in the concepts and skills of basic mathematics. A study of metric and non-metric geometry will be made, including both an informal and formal approach to proofs of elementary theorems. Credit for this course does not count for general requirement in science and mathematics. PR: Math 110.

335. Probability and Statistics **three hours**

Sample spaces, events as subsets, probability axioms, finite sample spaces and equiprobable measure as special case, binomial coefficients and counting techniques applied to probability problems, conditional probability, independent events. Bayes' formula. Random variable, probability functions, density and distribution functions, special distributions, independent random variables. Poisson and normal approximation to the bionomial, some statistical applications. Estimation and sampling, point and interval estimates, hypothesis-testing, power of a test, regression. PR: Math 315 or consent.

336. Probability and Statistics **three hours**

Random variables and distributions, sequences, of random variables, Markov chains, stochastic process. PR: Math 335.

342. Numerical Analysis **three hours**

Solution of equations. Functional interaction of equations, analysis of special methods such as the methods of false position and of Newton; interaction for systems of equations. Reduction to first order systems. Gaussian elimination and some interactive methods for inversion. PR: Math 315 and EDP 103 or consent.

361. Abstract Algebra **three hours**

Sets, relations, functions, operation, etc. Algebraic systems: integers, rationals, matrices, etc. Isomorphism and examples. Equivalence classes. Groups. Subgroups, cyclic groups, basic theorems, Lagrange's theorem. Homomorphism, normal subgroup, quotient group. The isomorphism theorems. Rings, integers, matrices, polynomials, integral domains, fields, quotient field. Homomorphism, ideals, residue class rings. Unique factorization domains. Euclidean domains, integers, polynomials over a field. Division algorithm, highest common factor, unique factorization in Euclidean domain. PR: Math 116 or consent.

362. Linear Algebra **three hours**

Vector spaces abstractly defined. Linear dependence and independence. Bases and subspaces. Dimension of linear space. Linear mappings, kernel and image of a map. Rank of a map. Linear maps as a vector space. Composition of mappings and multiplication of matrices. Relation between linear mappings and systems of linear equations. Row reduced echelon matrix, invertible matrices, calculation of inverse. Linear inequalities and half spaces. PR: Math 316 or consent.

372. Modern Geometry **three hours**

The idea of convexity; separation of planes by liens, and of space by planes. The treatment of betweenness. Distance functions and angular measurement functions, and the postulates governing them. Metric definitions of congruence-relations, for segments, angles and triangles. The parallel postulate. PR: Math 116 or consent.

373. Projective Geometry **three hours**

Extended Euclidean plane, elements of perspective, linear transformations in 112, the axiomatic foundation, the complete four-point and complete four-line, conics, introduction of coordinates. PR: Consent.

375. Topology **three hours**

A study of sets, relations, functions, cardinal numbers and orderings. Topological spaces, including continuity, convergence, separation, compactness and connectedness. PR: Math 315.

391. Introduction to Analysis **three hours**

Real numbers, topology of the reals, infinite series, continuous functions, sequences and series of functions, differentiation, integration, power series. PR: Math 316.

393. Introduction to Foundations of Mathematics **three hours**

Continuation of 391. PR: Consent.

400. Seminar **one-three hours**

PR: Consent.

401. Differential Equations **three hours**

First-order and simple higher-order ordinary differential equations and their applications, linear differential equations with constant coefficients and their application, simultaneous differential equations and their applications, the numerical solution of differential equations, solution of differential equations by use of series. PR: Math 316.

411. Advanced Calculus **three hours**

Sets, relations and functions, composite and inverse functions, countable sets, ordered fields, sequences, operations with sequences nested intervals, Cauchy sequences, open and closed sets, limits and continuity, differentiation, integration. PR: Math 316 and consent.

413. Introduction to Complex Variables **three hours**

The algebra and geometry of complex numbers. Definitions and properties of elementary functions, e, sin x, log z. Analytic functions. Limits, derivatives, Cauchy-Riemann equations. Integration. Integrals, functions defined by integrals. Maximum modulus, Liouville's theorem, fundamental theorem of algebra. Series. Taylor and Laurent series. Uniform convergence, term-by-term differentiation, uniform convergence in general. Domain of convergence and classification of singularities. The residue theorem. PR: Math 315.

431. Methods and Materials in Teaching Mathematics **two hours**

This course is designed for senior education majors with a math teaching specialization of either grades 7-12 or 4-8. This course should be taken during the I.P.P., but may be taken earlier only with the consent of the instructor.

Medical Laboratory Technology

(Division of Allied Health)

101. Introduction to Medical Laboratory Technology **three hours**

Principles, practices and history of medical technology and relationship of the laboratory as part of the medical team are presented. Students will be oriented to medicine as a profession and the ethics involved. PR: Admission to the program.

102. Introduction to MLT **three hours**

Continuation of MLT 101 with emphasis on the practical aspects of medical technology. Through a combination of lecture and laboratory experience, students will be exposed to basic clinical laboratory techniques including: instrumentation, venipuncture and clinical microscopy. Two lab hours per week and two lecture hours per week. PR: MLT 101.

199. Special Topics in Medical Laboratory Technology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Clinical Serology Lecture **one hour**

Lectures dealing with antigen-antibody reactions, explanation of types and general principles of serologic tests including tests for syphilis, febrile agglutination, and latex fixation. PR: MLT 101 and 102.

201. Clinical Serology Practicum **one hour**

Laboratory practice in the performance of serologic tests. Students will receive experience in tests utilizing serial dilution, agglutination reactions, and other methods of antigen-antibody testing. PR: MLT 101 and 102.

202. Clinical Biochemistry Lecture **five hours**

Lectures explaining procedures utilized in the clinical chemistry laboratory. Principles, reactions, and diseases related to the various biochemical tests will be discussed. PR: MLT 101 and 102.

203. Clinical Biochemistry Practicum A (First Rotation) **two hours**

Laboratory experience in the basic methods of chemical analysis and reagent preparation. Students will receive practice in manual as well as automated methodologies. PR: MLT 101 and 102.

204. Clinical Biochemistry Practicum B (Second Rotation) **three hours**

Continuation of Practicum A with emphasis on developing proficiency in the performance of the various chemical tests. PR: MLT 101 and 102.

205. Clinical Microbiology Lecture **three hours**

Lectures in clinical bacteriology. Both pathogenic and non-pathogenic bacteria will be studied. Biochemical and serological methods will be discussed relative to the identification of various bacteria. PR: MLT 101 and 102.

206. Clinical Microbiology Practicum A (First Rotation) **one hour**

Laboratory experience in basic microbiology procedures. Students will learn methods of handling specimens, preparing media, and performing various tests leading toward the identification of bacteria. PR: MLT 101 and 102.

207. Clinical Microbiology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with greater emphasis on identification of various microorganisms. PR: MLT 101 and 102.

208. Clinical Mycology and Parisitology **two hours**

Students study the morphology, cultural characteristics and other methods of identifying mycobacteria, yeasts and parasites. PR: MLT 101 and 102.

209. Clinical Microscopy Practicum **two hours**

Laboratory practice in the collection and performance of various urinalysis tests including microscopic examination of urinary sediment. Students also receive practice in the analysis of gastric contents and kidney stones. PR: MLT 101 and 102.

210. Clinical Hematology Lecture **four hours**

Lectures in blood physiology and the principles of the various hematological tests used to measure the blood components. Material on coagulation is also included in the course. PR: MLT 101 and 102.

211. Clinical Hematology Practicum A (First Rotation) **two hours**

Laboratory experience in evaluating blood smears, practice in manual and automated counting techniques and coagulation procedures.PR: MLT 101 and 102.

212. Clinical Hematology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on proficiency in reading blood smears. PR: MLT 101 and 102.

213. Immunohematology Lecture **three hours**

Lectures explaining the immune process and the theory of blood banking. Students study the principles of antigen-antibody reactions dealing primarily with blood transfusions. Legal aspects of blood banking will also be included. PR: MLT 101 and 102.

214. Immunohematology Practicum A (First Rotation) **one hour**

Laboratory experience in the techniques of blood banking. Students learn to type blood, crossmatch blood and prepare some blood components. PR: MLT 101 and 102.

215. Immunohematology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on donor history taking and donor bleeding. PR: MLT 101 and 102.

216. Seminar **one hour**

This course gives the student an opportunity to correlate the information in each of the clinical areas. PR: MLT 101 and 102.

Medical Record Technology

(Division of Allied Health)

103. Directed Practice I **one hour**

This course is designed to introduce the student to individual medical record forms, the compilation of a medical record, record numbering systems, filing systems, and quantitative analysis. Inpatient, outpatient, and extended care record models are presented in the laboratory. In the clinical setting, the student will have an opportunity to practice preparation and filing of patient index cards; assembly, analysis, filing and retrieval of medical records; release of medical information and general office procedures. Four hours per week. Taken concurrently with MRT 104.

104. Introduction to Medical Records **three hours**

This course serves as an introduction to the functions and duties of a medical record technician, the national organization as well as an orientation to the study of the basic medical record, analysis assembly, filing, record as well as storage and retrieval. Three hours lecture.

106. Directed Practice II **two hours**

This course is designed to give the student additional practice in numbering, assembling, analyzing, filing and retrieving medical records, as well as introducing such new procedures as microfilming, data/word processing, transcription, data gathering, and preparation of statistical reports. Eight hours per week. PR: MRT 103. Taken concurrently with MRT 107, MRT 110.

107. Storage Systems **two hours**

This course is designed to acquaint the student with various storage and retrieval aspects of health care information. Included in this area would be manual and computer storage, and statistical reports. PR: MRT 104.

108. Medical Transcription/Word Processing **three hours**

This course is designed to synthesize the skills and knowledge of typing, machine transcription, medical terminology and medical record forms. Use of word processing equipment in preparing medical reports will be introduced. Three hours per week. PR: BUS 102 or 35 wpm typewriting speed.

109. Hospital Statistics **three hours**

This is a course in which the methods of computing statistics of health care institutions and storage areas for this material will be discussed. Basic statistics applicable to health care institutions will be introduced. Three hours lecture. PR: MRS 104.

110. Legal Aspects of Health Information **three hours**

This course is designed to instruct the student in the basic legal principles, release of confidential health information, court conduct, and association with legal authorities. PR: MRT 104.

205. Classification Systems, Indexes, Registers **five hours**

This course is designed to emphasize the history and development of disease coding. The student will spend time learning the procedures of the various systems. Application of the current coding system will be emphasized. Indexing by manual method and computer

are explained. Four hours lecture, two hours laboratory per week. PR: MRS 103, 104, 106, 107, and 110.

206. Directed Practice III **three hours**

This course will afford the advanced student opportunity to code and index diseases and operations on medical records and to sharpen skills in numbering, assembling, analyzing, filing, retrieving, transcribing, statistical computations, and specialized registeries and studies. Twelve hours per week. PR: MRT 103, MRT 106. Taken concurrently with MRT 205.

207. Health Information Supervision **five hours**

This course is designed to introduce management functions required to direct a medical record department: procedure development, methods analysis, job description, work standards, budgeting, layout, work flow, organizational charts, interdepartment relationships. Current standards of health care are presented: Joint Commission on Accreditation of Hospitals (JCAH) accreditation state licensure, quality assurance, utilization review, risk management. PR: MRS 205, 206.

208. Directed Practice IV **three hours**

This is a concentrated three 40-hour week course in which the student will practice all skills acquired thus far in the two-year program under the supervision of a directed practice supervisor and the faculty clinical coordinator, including admission procedures; record assembly, analysis and maintenance; coding and indexing or abstracting; statistical reports, vital statistics reporting; release of information; microfilming, transcription; tumor registry; utilization review; audit/quality assurance; committee meetings and management skills. Forty hours per week. PR: MRT 103, 104, 106, 107, 108, 109, 110, 205, 206, and 207.

209. Seminar **two hours**

The seminar will use various methods to integrate all content areas of medical records. Use of guest speakers will be expanded in this course to enable the student to gain better insight into specific areas of the work field. PR: All MRT classes.

Music

(Division of Fine Arts)

Note: All applied courses (Music 103, 303, 107, 307, 141, 341, etc., including those marked with an asterisk):

a. Open to students with sufficient musical background to benefit from individual instruction in techniques of playing band and orchestral instruments. Acceptance of the student will be the prerogative of the instructor. See FSC Bulletin Music Supplement for applied requirements, recitals, and applied levels.
b. One hour credit applied music courses require one-half lesson per week plus daily practice of one hour.
c. Two-hour credit applied music courses required two one-half lessons per week or one hour lesson per week plus two hours daily practice.
d. Student desiring to take two hours for applied lessons must have the permission of their instructor. This permission is usually given only to music majors.

101. Concerts, Recitals, and Seminars **No Credit**

Pass or fail to be issued each semester. Scheduled campus concerts, seminars. Music majors and minors are required to attend 50 percent of these programs each semester enrolled in college, except when practice teaching.

103.* Organ I-IV; 303. Organ I-IV (last four semesters) **one-two hours**

The program of study will be fitted to the individual needs of the student. Acceptance of the student will be the prerogative of the instructor.

105. Piano Class I-II **one hour**

This course is designed for all students in beginning piano. This will be conducted as a class with each member being offered opportunity for participation. PR: For Piano Class II, Piano Class I.

107.* Piano I-IV; 307. Piano I-IV (last four semesters) **one-two hours**
See description under Music 103.

108. Beginning Theory (on demand) **two hours**
This course is designed for beginning music students who need additional background in theory.

109. Theory, Comprehensive **four hours**
This course is organized in five interacting streams of study to develop the skills necessary for the perception and understanding of music. These streams of study are comprised of formal and harmonic analysis, composition, ear training, keyboard harmony and singing. This study surveys the compositional techniques of the eighteenth and nineteenth centuries. A weekly lab of five minutes is required. Fall Semester.

110. Theory, Comprehensive **four hours**
A study designed to reinforce and expand concepts acquired in Theory 109, with emphasis in compositional study involving modulation and musical perception with and without score. Five minute laboratory. PR: 109. Spring Semester.

139. Voice Class I (first semester); 339. Voice Class (second semester) **one hour**
Course consists of a study of fundamentals of voice production: breathing, resonance, articulation, and style. Fall Semester.

141.* Voice I-IV; 341. Voice I-IV (last four semesters) **one-two hours**
Open to students who have sufficient musical background and vocal quality to merit individual instruction. The principles of proper vocal production are stressed with later emphasis upon solo repertoire in English, Italian, German, and French.

167. Collegiates I-IV; 367. Collegiates I-IV (last four semesters) **one hour**
A select touring choir. PR: Audition.

169. Band I-IV; 369. Band I-IV (last four semesters) **one hour**
Open to all students on campus with prior band experience, the band offers students the opportunity to continue their instrumental music participation at the collegiate level. During the fall semester, the band performs at home football games and at various parades and festivals throughout the state of West Virginia. During the spring semester, the band studies and performs a wide variety of band literature.

170. Laboratory, Band and Orchestra **No Credit**
This course provides review experiences in conducting and playing instruments at the beginning and intermediate levels. Required of students enrolled in Music 211, 213, 215, 217, 411, 413, 415, and 417.

172. College-Community Symphony Orchestra I-IV; 372. College-Community Symphony Orchestra I-IV (last four semesters) **one hour**
Open to all students and members of the community who can play an orchestral instrument needed to keep a balanced organization. The course is designed to present the study and performance of orchestral literature appropriate to the playing ability of its members. Audition or at the discretion of the director.

173. Symphonic Choir I-IV; 373. Symphonic Choir I-IV (last four semesters) **one hour**
Open to all students. This course is designed to present a study of choral literature and administration through participation. PR: Tryout.

174. Men's Varsity Glee Club I-IV; 374. Men's Varsity Glee Club I-IV (last four semesters) **one hour**
A performance group open to all men of the college community. Literature selected from various styles, including pop, show tunes, folk and religious. Performances for college and community functions. Non-audition. (Not to be used for major performance participation credit in any music degree program.)

Individual Instruction in Band and Orchestral Instruments:

177.* Percussion I-IV; 377. Percussion I-IV (last four semesters) **one-two hours**

179. Saxophone I-IV; 379. Saxophone I-IV (last four semesters) **one-two hours**

181.* Flute I-IV; 381. Flute I-IV (last four semesters) — **one-two hours**

183.* Clarinet I-IV; 383. Clarinet I-IV (last four semesters) — **one-two hours**

185.* Oboe I-IV; 385. Oboe I-IV (last four semesters) — **one-two hours**

187.* Bassoon I-IV; 387. Bassoon I-IV (last four semesters) — **one-two hours**

189. Trumpet or Cornet I-IV; 389. Trumpet or Cornet I-IV (last four semesters) — **one-two hours**

191.* Baritone Horn I-IV; 391. Baritone Horn I-IV (last four semesters) — **one-two hours**

193.* French Horn I-IV; 393. French Horn I-IV (last four semesters) — **one-two hours**

195.* Trombone I-IV; 395. Trombone I-IV (last four semesters) — **one-two hours**

197.* Tuba I-IV; 397. Tuba I-IV (last four semesters) — **one-two hours**

199. Special Topics in Music — **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200.* Violin I-IV; 300. Violin I-IV (last four semesters) — **one-two hours**

201.* Viola I-IV; 301. Viola I-IV (last four semesters) — **one-two hours**

202.* Cello I-IV; 302. Cello I-IV (last four semesters) — **one two-hours**

204.* Bass Violin I-IV; 304. Bass Violin I-IV (last four semesters) — **one-two hours**

205. Music Appreciation — **two hours**

A general music course in appreciation. Music composers of the classical, romantic and modern periods are discussed, and compositions of these composers are heard through recordings.

206. Music Appreciation for Majors — **three hours**

The history and literature of music, with emphasis placed on listening to recordings of great music and the study of musical style and form of the leading composers of the Renaissance, baroque, Vienna classic, romantic, and modern periods, for the purpose of developing greater depth in the discrimination and appreciation of music. Recommended for students enrolled in a music teaching field, subject specialization, or major. May be substituted for Music 205. Not open to students with credit for Music 205, unless required for major or minor. Spring Semester.

207. Beginning Recorder — **two hours**

An introduction to music through learning to play the recorder. Music goals include the acquisition of skills in note reading, rhythmic reading, solo and ensemble playing styles, using music by composers from medieval, Renaissance, baroque, classic, and contemporary style periods. Academic goals include the acquisition of knowledge about the historical periods of music and the relationship of music to other arts and to world events.

209. Theory, Comprehensive — **four hours**

Continuation of Music 110 covering theoretical principles of the baroque and classical periods. Emphasis on contrapuntal forms and compositions of large formal structures. Five minutes laboratory each week. PR: 110. Fall Semester.

210. Theory, Comprehensive — **four hours**

Continuation of Music 209 developing the skills necessary for the perception and understanding of music. Features theoretical principles of the romantic and twentieth centuries. Five minutes laboratory each week. PR: 209. Spring Semester.

211. String Class I; 411. String Class II — **one hour**

This course is open to all students with sufficient background in music. A working knowledge of string instruments is attained through class instruction.

213. Brass Class I; 413. Brass Class II — **one hour**

This course is open to all students with sufficient background in music. A working knowledge of brass instruments is attained through class instruction. Spring Semester.

215. Woodwind Class I; 415. Woodwind Class II **one hour**

This course is open to all students with sufficient background in music. A working knowledge of woodwind instruments is attained through class instruction. Fall Semester.

217. Percussion Class I; 417. Percussion Class II **one hour**

Open to all students with sufficient background in music. A working knowledge of percussion instruments is attained through class instruction. Spring Semester.

231. Elementary Music I (K-3) **three hours**

This course gives the student a background in music theory, terminology of music, rhythm, music reading, chord construction and use of the keyboard and classroom instruments needed by the classroom teacher. Methods activities and approaches of Orff, Kodaly, Manhattan Project, and others are emphasized for K-3. Two lecture hours and one laboratory hour per week. Required for all elementary teachers. Fall Semester.

232. Elementary Music II (4-8) **three hours**

This course is a continuation of Music 231 and includes methods and procedures for carrying out the program in the elementary grades 4-8. PR: 231. Spring Semester.

245. Fundamentals of Conducting **two hours**

A course designed to teach and develop the basic skills of conducting. PR: 109. Spring Semester.

247. Stage Band I-IV; 447. Stage Band I-IV (last four semesters) **one hour**

Open to advanced woodwind students. Includes various woodwind ensembles. PR: Audition.

249. Advanced Woodwind Ensemble I-IV; 449. Advanced Woodwind Ensemble I-IV **one hour**

Open to advanced woodwind students. Includes various Woodwind ensembles. (Last four semesters.) PR: Audition.

251. Instrumental Repair and Maintenance I **two hours**

A survey of the simple instrumental repair problems that are commonly encountered in a school music program. Practical repair experiences are included where appropriate. Offered on demand.

275. Advanced Brass Ensemble I-IV; 475. Advanced Brass Ensemble I-IV (last four semesters) **one hour**

Open to advanced instrumental students. Designed to give students an opportunity to participate in small ensembles. Groups meet on a regular weekly rehearsal schedule under faculty direction. PR: Audition.

277. Advanced Vocal Ensemble I-IV; 477. Advanced Vocal Ensemble I-IV (last four semesters) **one hour**

Open to advanced vocal students. Designed to give students experience in small ensemble participation. Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.

279. Advanced Percussion Ensemble I-IV; 479. Advanced Percussion Ensemble I-IV (last four semesters) **one hour**

Open to advanced percussion students and students with percussion experience. Designed to give students experience in small ensemble participation: Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.

309. Orchestration **two hours**

Basic instrumentation and arranging for band and orchestra. PR: 210. Fall Semester.

310. Counterpoint (on demand) **two hours**

A study of the style and technique involved in the writing of sixteenth century polyphonic music. PR: 210.

311. Form and Analysis (on demand) **two hours**

A study of form and the analysis of music as found in the literature from the seventeenth to the twentieth century. PR: 209.

312. Composition (on demand) **two hours**

This course is designed to teach, through the study of various types of music, a basic and accepted approach to creative composition. PR: 209.

313. Music History: Music Before 1750 **three hours**

The development of musical styles from the Medieval era through the death of J. S. Bach. PR: Music 209, 206 or permission of instructor. Fall Semester.

314. Music History: Music Since 1750 **three hours**

The development of musical styles from the close of the Baroque period up to the present day. PR: Music 209, 206 or permission of instructor. Spring Semester.

320. Techniques of Keyboard Accompanying **one hour**

A course designed to acquaint advanced students of piano and organ with the techniques involved in playing accompaniments for performing groups and soloists. Regularly scheduled laboratory experiences in playing accompaniments for vocal and instrumental soloists and ensembles will be provided. This course may be substituted for applied piano. PR: Permission of instructor. Given on demand.

328. Elementary Music Methods and Material for Majors, K-6 **two hours**

Enables the student to communicate musical ideas through visual and oral approaches and to demonstrate a knowledge of the sources and ability to use quality materials, methods, and literature for comprehensive music program K-6. PR: 110, 139 and/or 141. Spring Semester.

347. Advanced Conducting **two hours**

The student will be able to conduct advanced musical groups using those conducting techniques required in instrumental and choral conducting. PR: 245. Fall Semester.

376. Civilization—A Personal View **three hours**

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

425. Marching Band Techniques **two hours**

This course is designed to explore the various components needed to direct a successful marching band program. Topics will include: philosophies, administration, basic marching techniques, show design, accurate charting, music selection, auxiliary units, uniforms, and rehearsal techniques. Fall Semester.

429. Instrumental Methods, Materials and Administration **two hours**

Advanced and practical application instrumental conducting techniques, methods, administration and materials used in teaching instrumental music in the secondary schools. PR: 209 and 245. Fall Semester.

430. Choral Methods, Materials, and Administration **two hours**

Advanced and practical application of choral conducting techniques, methods, administration, materials used in teaching choral music in the secondary schools. PR: 209 and 245. Spring Semester.

431. Methods and Materials in Teaching Music, 7-12 **two hours**

Techniques, methods and materials used in teaching and administering general music classes and high school music major classes. To be taken during the Initial Performance Practicum. Fall Semester.

432. Choral Workshop (on demand) **two hours**

Offered to upgrade choral instructor's teaching techniques and administration. Includes experiences in conducting choral groups, interpretation, participating in choral rehearsals and performances, and the study of problems related to choral teaching and administration.

433. Instrumental Workshop (on demand) **two hours**

Offered to upgrade instrumental teaching techniques and adminstration of instructors. Includes experiences in conducting instrumental groups, interpretation, participating in instrumental rehearsals and performances, and the study of problems related to instrumental teaching and administration.

434. Composition Workshop (on demand) **two hours**

Study of the composition of choral and instrumental works. Experience of hearing works performed by live groups provided.

435. Music Production Workshop **one-three hours**

A laboratory experience in music theater. Course culminates in a public presentation of opera or musical comedy. PR: Consent of instructor.

437. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

438. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

439. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

440. Senior Recital **one hour**

(See FSC Music Bulletin Supplement). All music majors are required to present a senior recital or its equivalent before the faculty jury or public.

442. and 443. Theory Workshop (on demand) **two-three hours**

Identification of suitable materials for the teaching of theory in the high schools as well as methodology and pedagogical procedures for theory instruction. May be repeated for additional credit—maximum 6 hours.

444. and 445. Elementary Workshop (on demand) **two-three hours**

Identification of suitable materials for the teaching of elementary music as well as new and innovative methodology. May be repeated for additional credit—maximum 6 hours.

Nursing

(Division of Allied Health)

101. Fundamentals of Nursing **seven hours**

This course is concerned with the study of nursing care common to all patients. The scientific principles underlying that care are emphasized. Topics in the course include: factors affecting health, nurses' role in relation to patient care, the use of problem-solving methods in planning care, development of basic interpersonal and technical skills, and beginning concepts relating to pharmacology. (4 hours lecture, 6 hours lab).

103. Medical-Surgical Nursing **ten hours**

This course is designed to help students develop an understanding of selected health problems of adults related to man's physiological needs, ways he copes with his environment and adapts to dependency needs as a result of illness. Selected laboratory experience in caring for hospitalized patients will enable the student to develop an understanding and acquire skill related to content being studied and the student's individual needs. (4 hours class and 10 hours of laboratory per week.) PR: Nursing 101, Home Economics 110 and Biol. 170 (Anatomy and Physiology). Biol. 205 concurrently.

104. Introduction to Pharmacology **one hour**

This course is designed to introduce the nursing student to the basic concepts of classification, action and implications related to the administration of medications. Introduction to Pharmacology is offered in the first semester of the nursing curriculum to be taken concurrently with Nursing 101. PR: Admission to the nursing program.

199. Special Topics in Nursing **one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

202. Medical-Surgical Nursing **ten hours**

This course, a continuation of Nursing 103, emphasizes complex health problems and man's emotional and psychological needs. Selected laboratory experience will include care of hospitalized patients and those in other community agencies. (4 hours class and 10 hours laboratory per week.) PR: Nursing 203.

203. Psychiatric Nursing **six hours**

This course is a study of the concepts of mental health and common problems of mental illness, with emphasis on nursing care to meet the needs of clients having a functional disorder. The course stresses interpersonal and group relationships, communication skills in interactions, appropriate response to behavioral symptoms, dynamics of behavior and common deviate behavior patterns, a therapeutic environment, current therapies and community mental health resources available to meet the emotional needs of the client and his family. (6 hours class and 12 hours laboratory)—(Off campus summer session.) PR: Nursing 103, Psychology 101.

204. Trends in Nursing **two hours**

This course is concerned with the development of nursing as a profession and the rights and responsibilities of practitioners within the profession.

205. Maternity Nursing **five hours**

Maternity Nursing is an introduction to the physiological, psychological, social changes related to the child-bearing process as it affects both the mother and the family unit. Emphasis is placed on the normal processes and then compared to the abnormal. Antepartal and postpartal experiences include visits to local obstetrician's offices and family planning clinics. Experience in labor and delivery, immediate post-partal and infant care is provided in a hospital setting. Eight weeks. PR: Nursing 202.

206. Nursing of Children **five hours**

This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the various stages of childhood. Congenital anomalies, health problems, disorders and illnesses of children in each stage of development from infancy through adolescence are considered. A family-centered approach to child care is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. PR: Nursing 202.

Philosophy

(Division of Social Science)

199. Special Topics in Philosophy **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Philosophy **three hours**

A survey of the principal problems arising out of man's attempts to organize his experience and direct his existence.

250. Great Philosophers **three hours**

A survey of the historical development of philosophical thought from ancient Greece to the twentieth century.

300. Introduction to Logic and Philosophical Analysis **three hours**

Problems and techniques of systematic thinking about philosophical ideas. Subjects include: epistemological theory, basic techniques of inductive and deductive reasoning, the nature and use of definitions, the identification of fallacies, and the effective use of factual, hypothetical, and theoretical statements.

325. Thinking About Values **three hours**

A study and evaluation of classical and contemporary theories of what constitutes right and wrong, good and bad, inhuman conduct, with emphasis on the implications of these theories for resolving contemporary moral problems.

350. Comparative Religion **three hours**

Description and analysis of the philosophical systems underlying the major religions of the world.

375. Philosophy of History **three hours**

(Credit in either philosophy or European history.) A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience.

400. Seminar **three hours**

Research and reading for advanced students.

Physical Education

(Division of Health, Physical Education, Recreation and Safety)

100. Basic Physical Education **one hour**

Analysis and application of the rules, boundaries, strategies and psychomotor skills characteristic of a variety of sport forms are examined. The course is offered in eight-week sessions.

101. Basic Physiological Conditioning-Health **one hour**

Analysis, application and integration of basic physical conditioning and health concepts are studied. The course is offered in eight-week sessions.

121. Introductory Seminar in Educational Sport **two hours**

Knowledge, skills, values, and trends characteristic of sport and current professional endeavors are surveyed.

126. Beginning Tennis **one hour**

The student will be introduced to basic skills, rules, boundaries, game situations, and team play.

199. Special Topics in Physical Education **one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

211. Anatomy and Physiology **four hours**

The basic knowledge of the structure and functions of the human body and the changes that occur during physical activity and sport are studied. PR: Biology 101-102.

212. Physiology of Exercise **three hours**

The knowledge of basic physiological adaptations that accompany physical activity and sport is investigated. PR: Physical Education 211.

222. Foundations of Education Sport **two hours**

Historical, physiological, psychological and sociological aspects of sport and physical activity are explored. PR: Physical Education 121.

223. Evaluation of Instruction in Sport **three hours**

The evaluative processes pertinent to the instruction of sport activities are studied. Further emphasis is placed on the formation of objectives, construction, and selection of tests, computation of statistical scores, and appraisal of total program effectiveness. PR: Physical Education 222.

231. Early Psychomotor Activities **two hours**

The analysis and application of the psychomotor skills and patterns characteristic of sport lead-up games and the dance are examined. PR: Physical Education 121.

232. Basic Aquatics **two hours**

The knowledge and skills necessary to become proficient and safe in or on the water are introduced. PR: Physical Education 121. (Does not apply to Recreation Minor.)

233. Advanced Aquatics-Lifesaving **two hours**

Basic and advanced swimming strokes are examined with an emphasis on achieving proficiency in lifesaving techniques. PR: Physical Education 211 or Consent of instructor. (Does not apply to Recreation Minor.)

234. Individual and Dual Sports **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: badminton, tennis, racquetball, track, running, strength training, fishing and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

235. Team Sports—Men's Regulations **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: football, soccer, baseball, volleyball, speedball, and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

236. Team Sports—Women's Regulations **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: basketball, speedball, volleyball, softball, flag football, field hockey, soccer and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

237. Gymnastics—Men's Regulations **two hours**

Knowledge and skills specific to the men's gymnastic events of floor exercise, still rings, vaulting, pommel horse and parallel bars are introduced.

238. Gymnastics/Modern Dance—Women's Regulations **two hours**

Knowledge and skills specific to the women's gymnastic events of floor exercise, vaulting, uneven bars and balance beam are introduced. Practical experience is presented in the area of axial, locomotor, and composition techniques of modern dance.

245. Gymnastics **two hours**

Knowledge and skills specific to the competitive events of: floor exercise, vaulting, parallel bars, rings, balance beam, side horse, high bar, and trampoline are introduced.

313. Mechanical Analysis of Sport **three hours**

Basic knowledge of the laws and principles of mechanics employed in physical activities and sport is examined. PR: Physical Education 211.

318. Sport Social Psychology **three hours**

Knowledge related to the social and psychological aspects of physical activity and sport is studied. PR: Sociology 110, Psychology 101, Physical Education 222.

324. Educational Sport **three hours**

Philosophical, development and organizational factors essential for the modification of sport as an education medium are examined. PR: Physical Education 222 and 223.

325. Psychomotor Analysis Lab **three hours**

Application and analysis of teaching models and evaluation techniques to a sport environment in order to facilitate affective, cognitive, social, and psychomotor learning outcomes are examined. Practical teaching experience in the psychomotor domain is provided. PR: Physical Education 231 and 324.

326. Early Psychomotor Development **two hours**

An analysis of the growth, development, and maturation of cognitive, psychomotor, affective and social sport behaviors of children is taught. Activities pertinent to early childhood experiences are explored.

339. Teaching of Gymnastics **three hours**

The student will be introduced to the knowledge and skills specific to the gymnastic events of floor exercise, vaulting, parallel and uneven parallel bars, balance beam, still rings, side horse, high bar, and trampoline.

341. Adapted Physical Education **three hours**

Contemporary methods and techniques related to the instruction of the adapted and special physical education programs are studied. PR: Physical Education 211, 212, 313.

342. Field Experience in Adapted Physical Education **two-four hours**

Field experience in working with institutions and organizations which provide services to the handicapped is provided. Variable credit is dependent upon the nature and duration of the field experience. PR: Physical Education 341.

353. Field Experience in Sport Coaching **two-four hours**

Field experience will be provided to involve the student as an intern coach in either an intercollegiate or interscholastic sport program. PR: Physical Education 351 and 352.

354. Sports Officiating **two hours**

This course involves the technical and theoretical aspects of sport officiating. The first semester course will emphasize men's regulations common to the sport; the second semester will emphasize women's regulations common to the sport. Men and/or women may enroll. PR: Consent of instructor.

355. Scientific Foundations of Sport Coaching **four hours**

The student will examine basic human physiological adaptations that occur during participation in sport activities. Basic mechanical laws and principles and their application to the performance of sport activities will be examined.

356. Administration and Coaching of Sport **three hours**

Basic psychological, philosophical, and technical knowledge and their relationship to the coaching of sport activities will be studied. Further emphasis will be given to the principles and practices that are required in the planning, organization and administration of sport programs.

357. Medical-Legal Aspects of Sport Coaching **two hours**

Anatomical and physiological concepts related to the prevention and care of physical trauma which occur in sport activities are studied. Legal aspects of injury prevention and care as they are related to the sport programs are examined.

358. Techniques of Sport Coaching **six hours**

Sport skill techniques in combination with the theoretical aspect of sport coaching are presented. A field experience in sport coaching will be provided through an internship in two selected intercollegiate or interscholastic sports programs.

365. Activities in Outdoor Education **one-three hours**

Experience in outdoor education including backpacking, canoe-camping, rock climbing, and other activities is provided. Each weekend will be spent at a different location to develop a variety of outdoor educational skills.

366. Field Experience in Outdoor Education **one-three hours**

Extended outdoor educational experiences including Appalachian Trail, river canoe-camping trips, and others are provided. The course will be offered for variable credit which will vary according to the length of the experience. PR: Physical Education 365.

371. Principles of Athletic Training **three hours**

Basic competencies related to the controlling and managing of sport-related injuries, including presentations of prevention and treatment of these injuries are studied. PR: Physical Education 211 and 212.

372. Field Experience in Athletic Training **two-four hours**

Experiences in athletic training procedures and techniques with college and secondary school athletic teams are provided. Variable credit is dependent upon the nature and duration of the internship. PR: Physical Education 371.

381. Water Safety Instructors **two hours**

The student will study the methods of instruction in lifesaving and water safety. Satisfactory completion of the course qualifies the student for the American Red Cross Instructor's Certificate for teaching senior lifesaving.

382. Springboard Diving and Aquatic Games **two hours**

Application and interpretation of the principles required to execute basic dives in each of the five positions are taught. Skills will be taught involving several aquatic games such as water polo, water basketball, and others.

431. Methods and Materials in Teaching Physical Education **two hours**

This course is a study and discussion of methods and curriculum of teaching physical education. Materials and techniques appropriate for all grade levels are examined.

450. Advanced Sport **one hour**

This course is opened only to students with sufficient background in the techniques and methods of an indicated sport. Credit is not to be awarded until the student has attained junior standing and can be received only once during a student's academic career. This course cannot be used to fulfill the requirements in any degree program. (Elective credit only.)

Physical Science

(Division of Science and Mathematics)

Physical Science is offered as a fulfillment of the General Education requirement and as an integral part of various science-oriented teaching fields.

100. Scientific Methodology **two hours**

One 1-hour lecture and one 2-hour laboratory per week. This course is a laboratory oriented course designed to emphasize the methods and processes which permeate all scientific disciplines. Students will be exposed to experiences in a variety of areas of the physical sciences. This course is required for all Secondary Education Majors seeking to fulfill their General Studies Science requirements by taking six hours of Physical Science.

101. Astronomy **two hours**

A descriptive survey of the planet earth, the solar system, and the universe. Some of the latest findings and theories about our universe are presented. Students cannot receive credit for this course if they already have earned credit for Physics 202, Astronomy.

102. Chemistry **two hours**

The study of the basic principles and concepts of chemistry. A study of the everyday applications of chemistry are made throughout the course. Students cannot receive credit for this course if they already have earned credit for Chemistry 101 or 102 or 103 or 105 or 106.

103. Geology **two hours**

The study of the materials of the earth's crust and the geological processes in and on the earth. A study is also made of the evolutionary processes of the earth. Students cannot receive credit for this course if they already have earned credit for Geology 101 or 102.

104. Physics **two hours**

A general survey course for the non-science major. Emphasis is placed on basic physics principles and their everyday applications rather than on mathematical problem solving. Students cannot receive credit for this course if they already have earned credit for Physics 101 or 102.

105. History of Physical Science **two hours**

The study of the development of the physical sciences through the twentieth century. The major scientific revolutions within the physical sciences and their structure is investigated.

199. Special Topics in Physical Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. General Physical Science **three hours**

Two hours of lecture and one two-hour laboratory assignment. This course is designed to provide elementary education majors with basic concepts in astronomy and physics. *For Elementary Education majors only.*

202. General Physical Science **three hours**

Two hours of lecture and one two-hour laboratory assignment. This course is designed to provide the elementary education majors with the basic concepts of chemistry and geology. *For Elementary Education majors only.*

412. Science in the Elementary School **two hours**

This course is designed as a study of modern practices and techniques in the teaching of science. Students are to be guided in developing instructional units in such areas as the earth and its atmosphere, conservation, living things (plants and animals), energy changes (machines, light, sound, electricity, and magnetism) and outer space. PR: Biol. 101, 102 and 6-8 hours in the physical sciences. This course should be taken the semester prior to the I.P.P.

431. Methods and Materials in Teaching Science **two hours**

The course is designed for students preparing to teach science at the secondary school level. Students will investigate the nature of science and science teaching, develop instructional units, become familiar with science curriculum projects, and study the special instructional procedures related to science teaching. Offered only second semester of each year.

Physics

(Division of Science and Mathematics)

101. Introduction to Physics **four hours**

A three-hour laboratory period each week supplements the three lecture-recitation periods. Elementary principles of mechanics, sound, and heat are studied in this course. PR: One year of high school physics or one year of high school trigonometry; or Math 101-102, or Math 112 or 115.

102. Introduction to Physics **four hours**

A continuation of Physics 101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: Physics 101.

199. Special Topics in Physics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Demonstrations in Physics **two hours**

Effective use of everyday materials to illustrate physical phenomena, experience with a variety of lecture equipment, and practice in planning and executing demonstrations describe the nature of this course. It is designed to serve teachers in both the elementary and secondary schools. PR: Consent of the instructor is sufficient, but a course in one of the physical sciences is highly recommended.

202. Astronomy **three hours**

A study of the physical properties of the solar system, stars, and galaxies, including the concepts of motion, space and time. Occasional night sessions. PR: Recommended: Physics 101.

310. Electricity and Electronics **four hours**

A review of elementary direct and alternating current theory and transient responses of electrical components. Basic theory of vacuum tubes, semiconductors, amplifier principles, and logic circuits is introduced. Two hours of laboratory and three hours of lecture each week is required. PR: Physics 101, 102.

320. Mechanics **three hours**

This course deals with vectors and simple vector coordinate systems, kinematics and dynamics of particle and rigid body motion, centroids and moments of inertia, conservation theorems, and scalar fields. This course also includes elementary hydrostatics, hydrodynamics, thermodynamics, and wave motion. PR: Physics 101, 102; Math 116, or consent of instructor.

321. Mechanics **three hours**
A continuation of 320.

340. Special Problems **two hours**
Individual studies by advanced students of problems of special interest in the field of physics. PR: Physics 101, 102, Math 116.

350. Mathematical Methods of Physics **three hours**
This course deals with the applications of vectors, vector algebra, vector analysis, differential calculus, integral calculus, and differential equations to problems in physics and related scientific fields. PR: Physics 101, 102; Math 115; or consent of instructor.

420. Introduction to Modern Physics **three hours**
A study of elementary relativity theory, particle-wave description of matter, electromagnetic radiation, Schrodinger wave equation with applications to atomic and nuclear physics. PR: Physics 101, 102; Math 116.

421. Introduction to Modern Physics **three hours**
A continuation of Physics 420.

Political Science

(Division of Social Science)

103. American Government **three hours**
A survey of the American political system dealing with the form and function of the American federal system.

105. Military Science Part I* **two hours**
This course will cover the organization and development of the United States Army and ROTC. General military subjects will include first aid, map reading and United States Army equipment. A uniform is not required. PR: Freshman and sophomores only except by permission of the instructor.

106. Military Science Part II* **two hours**
The discussion will involve the role of the United States in world events, policies and traditions in peace and war. General military subjects will include further study of first aid and map reading. Student optional personal enrichment subjects will include rappelling and visits to army installations. A uniform is not required. PR: Freshmen and sophomores only.

107. Military Science Part III* **two hours**
This course involves an introduction of basic leadership and management with emphasis on the fundamental concepts and skills required of today's citizen-soldier. A uniform is not required. PR: Freshmen and sophomores only.

108. Military Science Part IV* **two hours**
Continued instruction is provided in fundamentals of leadership and management, with emphasis on the military application of these fundamentals. An introduction will be given to small-unit tactics and organizations. A uniform is not required. PR: Freshmen and sophmores only.

199. Special Topics in Political Science **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Political Science **three hours**
A study of the fundamentals of politics and key issues; the concept of the state and its agent, government; types of political authority; the scope of governmental activities; the problem of world order.

201. Principles of International Relations **three hours**
A study designed to acquaint the student with the theory and practice of international relations.

*Military Science courses are counted in total graduation hours but not in Social Science major and minor fields.

203. Comparative Government **three hours**

A survey designed to give a broad general acquaintance with the political institutions and government practices of certain nations.

204. Introduction to Public Administration **three hours**

An introductory study of the origins, structures, and processes of government administration.

205. State and Local Government **three hours**

A study of the structure and function of American state and local governments.

206. Public Planning in Appalachia **three hours**

A study of federal-state relations, regional planning and development administration in West Virginia, the Appalachian Regional Commission, public program analysis and evaluation, and images and realities of public planning in West Virginia.

207. Public Budgeting and Government Finance **three hours**

A course analyzing the political, economic, and social aspects of budgeting with particular emphasis on the interrelatedness of each in West Virginia state and local government.

209. Special Topics **three hours**

A course allowing for an issue-oriented study of some germane matter in public administration that involves an extensive commitment to a single issue or policy area over the course of the semester.

211. Military Science Part V **three hours**

Examines the requirements for military training and the psychological and technical aspects of effective instruction. Additionally, the military career system and the occupational specialties options available are reviewed. PR: Prior military service, or ROTC training, or Basic ROTC Summer Camp attendance and consent of instructor.

212. Military Science Part VI **three hours**

Race relations/drug abuse seminars are conducted to familiarize students with the leadership techniques involved in coping with these social problems. Additionally, practical training is conducted in squad and platoon-level tactics. The course is designed to prepare the student for Advanced Camp. PR: 211.

213. Military Science Part VII* **three hours**

Stresses the responsibilities of an officer and affords leadership experience through performance as a cadet leader. Military staff procedures, military law, and tactical military operations, which prepare the student for future service, are studied. PR: 211 and 212.

214. Military Science Part VIII* **three hours**

Advanced leadership techniques, behavior patterns, and personnel management problems are discussed in seminars. The military role in United States foreign policy and world affairs is examined. PR: 211, 212, and 311.

240. Nonparametric Statistics **three hours**

Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include nonparametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the Sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)

301. Comparative Public Administration **three hours**

Utilizing the techniques of comparative analysis, this course explores the theory and practice of public administration in various cultures and political systems; attention is centered on the practices of administration in American national, state, and local governmental settings.

303. Political Parties **three hours**

A study of the origins, growth, and development of the American political parties. PR: 103.

304. American Constitutional Government and Law **three hours**

A study of the development, interpretation and application of basic principles of constitutional law in the United States. The course will be concerned with the definition, extents, and limitations of governmental powers and rights of Americans. PR: 103.

305. American Political Theory **three hours**

A study of the political literature which has given expression to the ideas of individual liberty enjoyed by American citizens.

306. The American Presidency **three hours**

This course will introduce the student to the institution of the American presidency and will also be a comprehensive survey of the presidency. An attempt will be made to examine several aspects of the office and to expose the student to a variety of views about the presidency.

308. Public Personnel Administration **three hours**

An examination of public personnel administration with emphasis on such matters as the merit system, the historical development of the public service, staffing, training, classification, the rights and obligations of public employees, and the human relations aspects of public management.

310. Recent Political Theory **three hours**

An analysis of the development and theoretical foundations of three major ideologies of the nineteenth and twentieth centuries: Communism, Fascism, and Democracy.

321. U.S. Foreign Policy **three hours**

A study of U.S. foreign policy formulation and of policies by areas and functions. PR: 103.

350. International Law and Organization **three hours**

A study of the structure and functions of international institutions and legal processes involved in the effort to maintain peace and security in the world.

360. Government and Politics of the Far East **three hours**

A study of political systems and developments in the countries of Communist and Nationalist China, South and North Korea, and Japan, with emphasis on Communist China, including such relevant aspects as the historical foundation, the economic problems, and the foreign policy of the state.

393. The Future of Man **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice.

404. Civil Liberties in the U.S. **three hours**

A study of the nature and substance of civil liberties in the United States. The philosophy underlying the Bill of Rights will be analyzed and the development of each of the great freedoms protected therein, such as free speech, free press, and free religion among others, will be described and discussed. Particular attention will be given to how the Supreme Court has interpreted and applied the guarantees contained within the Bill of Rights in specific instances. PR: Political Science 103.

406. International Problems **three hours**

The foreign policies of the nations and the machinery established and functioning for the peaceful adjustments of international differences.

410. Problems in American Government **three hours**

A study of current problems affecting the structure and function of American national government. PR: Consent of instructor.

411, 412, 413. Area Studies **three hours**

Studies of selected areas or regions of the world conducted on an interdisciplinary basis. The area selected and the time span studied will be determined by the instructor. PR: Consent of instructor if offered as an arranged class; no prerequisite required if class meets regularly.

450. Practicum **three-twelve hours**

A work internship in government or political agencies designed to give students pertinent experience in a particular field of political science.

470. Seminar in Political Science **three hours**

A survey of recent developments in the practice and theory of politics with an emphasis on independent study. PR: Consent of instructor.

Psychology

(Division of Social Science)

General Program

101. Introduction to Psychology I **three hours**

Topics include: Psychology as a science, statistics, learning, motivation, emotion, personality, and developmental psychology.

102. Introduction to Psychology II **three hours**

Topics include: physiology, sensation, perception, social, behavior pathology, cognitive processes, industrial, community, testing, and psychology as a profession. PR: Psychology 101.

199. Special Topics in Psychology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

210. Personal Adjustment **three hours**

A basic course in the analysis of human behavior. Special emphasis is given to the mechanisms of adjustment and the development of healthy individual adjustment modes. PR: Psychology 101.

220. History of Psychology **three hours**

Traces the development of the science of psychology from its origins in philosophy, physiology, and medicine, to the modern era. PR: Psychology 101.

230. Social Psychology (Same as Sociology 230) **three hours**

A study of how man affects and is affected by other men. Topics include: Social psychological foundations of person perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: Psychology 101.

240. Statistics **four hours**

Elementary statistical description and analysis as employed particularly in the behavioral sciences. Three hours lecture, one hour laboratory per week. PR: Psychology 101.

250. Community Psychology **three hours**

Lectures, discussion, readings, and field-observation designed to acquaint the student with the philosophy, technique, and theory of community mental health. PR: Psychology 101.

260. Industrial and Personnel Psychology **three hours**

Psychological concepts and methods as applied to personnel management, human-factors engineering; employee selection, motivation, training, productivity, consumer psychology, and human relations. PR: Psychology 101.

300. Abnormal **three hours**

A survey of the antecedents, diagnosis, treatment, and prevention, of various maladjustments and personality disturbances. PR: Psychology 101, 210, 240.

310. Experimental **three hours**

An introduction to the procedures of experimental research, design, and evaluation, using principally laboratory techniques. Two hours lecture, two hours laboratory weekly. PR: Psychology 101, 102, 240.

320. Sensation and Perception **three hours**

An examination of the classical concepts in sensation and perception and of the resulting psycho-physical data for each of the major senses with an emphasis on vision and audition. Psychology and modern perceptual formulations are discussed through the analysis of empirical data. PR: Psychology 101, 102, 310.

330. Developmental **three hours**

A longitudinal study of behavior change and development through the life-span of the human. Phases include prenatal to old age. Cross culture comparisons are made where possible. This course may not be substituted for or by Education 302 or 303 and Home Economics 330. PR: Psychology 101, 102.

340. Operant Techniques and Applications **three hours**

A detailed study of operant techniques and methodologies from the experimental laboratory to the community at large. Emphasis is placed on the development of skills in the observation, manipulation, and evaluation, of various behavior control techniques in the light of ethical concerns. PR: Psychology 101, 102, 310, or consent of instructor.

350. Physiological **three hours**

Basic development, structure, and function of the central nervous system, autonomic nervous system, and endocrine system. The emphasis is upon the relation between physiological functioning and the behavior of the normal, intact, whole organism. PR: Psychology 101, 102 or consent of instructor.

360. Human Learning **three hours**

The study of the influences on and the processes of thinking, memory, perception, cognition, and verbal behavior, are emphasized. PR: Psychology 101, 102, 310, or consent of instructor.

370. Theories of Learning **three hours**

A study of the experimental procedures, data, and concepts, dealing with changes in behavior usually defined as learning. The emphasis is on a detailed analysis of various theories of learning and contemporary approaches. PR: Psychology 101, 102, 310.

390. Foundations of Psychology **three hours**

A detailed study of the methodological and philosophical issues involved in the analysis of behavior. Such topics as operationalism, formalism, reductionism, logical analysis and the nature of data in the behavioral sciences are introduced and related to research in the various areas of psychological interest. The objectives are to provide insight into the nature of scientific research, to foster the ability to construct empirical hypotheses, to develop facility in designing experimental tests of hypotheses, to promote effective reading and evaluation of psychological journals, and to encourage writing and speaking about theory and experimentation. PR: Psychology 101, 102, 310.

393. The Future of Man **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice.

400. Psychological Assessment **three hours**

General theory of measurement as involved in various areas of psychology such as psychological tests, attitude scales, psychophysics, and quantified behavior theory. PR: Psychology 240 or consent of instructor.

410. Theories of Personality **three hours**

Critical consideration of the major theories of personality, including Freudian, neo-Freudian, learning and trait theories. The basis of personality theory development will also be emphasized. PR: Psychology 101, 102, 300.

420. Comparative-Ethological Psychology **three hours**

A study and comparison of the methods and major theories in ethology and psychology as related to the behavior of species at different phylogentic levels. Through lectures, laboratory, and field observations, topics covered are behavior as related to species, speciation and evolution; imprinting, learning, the place of animal experimentation in psychology, and aspects related to population and ecology. PR: Psychology 101, 102, 310, or consent of instructor.

460. Seminar **three hours**

The discussion of specific research topics as reported in the contemporary psychological literature and decided upon by the faculty instructor. Rotated among faculty each

semester. Results from individual research projects are an object of this course. PR: Consent of instructor. May be repeated once.

480. Directed Studies **variable credit one, two, three hours**

Intensive study and reading of a topic selected by the student and instructor. Requirements and hours credit decided before registration through instructor-student consultation. PR: Consent of instructor. (Six hour limit.)

490. Directed Research **variable credit one, two, three hours**

Opportunity for work on individual library or experimental projects. Requirements, including a thesis, and hours credit decided before registration through instructor-student consultation. PR: Consent of instructor. (Six hour limit.)

Industrial-Personnel Program

481. Industrial Psychology, Methods I **three hours**

Skills and understanding are developed in the areas of job analysis, performance appraisal, training, motivation, attitudes, job satisfaction, productivity, and consumer psychology. Some field work required. PR: 101, 102, 230, 240, 260, 310, 360, or consent of instructor.

483. Industrial Psychology Methods II **three hours**

Skills and understanding are developed in the areas of: leadership, supervision, communication, organizational behavior, accidents and safety, fatigue, monotony, working conditions, and engineering psychology. Some field work required. PR: 481 or consent of instructor.

485. Advanced Psychometrics **three hours**

Topics concerned with personnel selection and placement, as well as a more advanced treatment of reliability and validity. Skills in these areas are developed. PR: 400 and consent of instructor.

487. Practicum I **three hours**

489. Practicum II **three hours**

These Practica afford an application of knowledge and techniques developed within the Industrial-Personnel Program. Students work under supervision in participating businesses, industries, and institutions. The remaining time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Industrial-Personnel Program and consent of instructor.

Community Service Program

491. Psychopathology of Childhood and Adolescence **three hours**

Problems of etiology, diagnosis and treatment of maladjustment in childhood and adolescence. Problems like drug addiction, juvenile delinquency are analyzed and discussed. PR: Psychology 300, 330, or consent of instructor.

493. The Psychology of Aging **three hours**

A study of problems facing the aging. The psychological, social, and physiological aspects of aging and methods of treatment are analyzed and discussed. PR: Psychology 300, 330, or consent of instructor.

494. Interpersonal Dynamics **three hours**

The main objective of the course is to develop techniques and basic skills required for effective operation in a psychological setting, which include: interviewing, role-playing, and facilitating dyadic and small "dynamics centered" group interaction. Further, these techniques are diagnostic and therapeutic methods are experienced and discussed in terms of various psychological theories of communication. PR: Speech Communication 101, courses in Community Service or Industrial-Personnel, and consent of instructor.

495. The Psychology of Delinquency **three hours**

Factors in the etiology of the delinquent in the modern society with special emphasis on the urban scene. Personality and emotional problems associated with delinquency, and

problems of treatment. Students will visit persons and institutions for juvenile delinquents. PR: 300, 330, or consent of instructor.

497. Clinical Practicum I **three hours**

498. Clinical Practicum II **three hours**

An application of knowledge and techniques developed within the psychology program. Students work under supervision in assigned agencies or institutions. Other practicum assignments are made as available. The remainder of time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Community Service Program and consent of instructor.

Recreation

(Division of Health, Physical Education, Recreation, and Safety)

141. Introduction to Recreation **three hours**

The historical and philosophical foundations of leisure and recreation are introduced. Knowledge needed to develop concepts concerning recreation, the socio-economic movement affecting the growth and development of recreation, the economic services and the various areas of facilities used in recreation will be investigated.

142. Social Recreation **three hours**

This course is designed to present material and information necessary to adequately conduct social recreation in clubs, churches, camps, playgrounds, and recreation centers. Students will be involved with planning, programming, and conducting social recreational activities.

143. Outdoor Recreation **three hours**

The history and development of outdoor recreation, conservation and organized camping are examined. Opportunities are provided to learn camp craft and leadership skills and techniques through field trips and outings.

144. Group Leadership **three hours**

Information concerning human dynamics, leadership abilities, and the identification of group types is presented. Students will obtain practical knowledge of group situations and the principles necessary for effective leadership. Opportunities for observation of recreation leaders will be provided. PR: Recreation 141.

145. Program Planning and Organization **three hours**

The underlying principles for effective recreation planning are presented. Attention is given to the variety of programs associated with recreation and the interests of the participants. Information is presented concerning methods of planning, organization, leadership, facilities and equipment. PR: Recreation 141.

146. Folk and Square Dance **two hours**

The history and development of folk and square dancing are surveyed. The student will learn the necessary skills for participation and teaching a wide variety of dances. Appropriate dance activities within various recreational settings will be investigated.

153. Seminar in Outdoor Recreation **two hours**

An advanced experience in the organization and presentation of various outdoor programs is provided. Participation includes a number of weekend and extended outdoor experiences plus field studies in area outdoor facilities. PR: Recreation 143.

154. Recreation Field Work I **two hours**

The student will become acquainted with the nature and diversity of available recreation programs and services available. The student will be assigned to recreational settings distinctly different in philosophy, organizational structure, and clientele served. PR: Recreation 141, 144, and 145.

155. Recreation Field Work II **two hours**

The sequence of field work courses is developmental. Progress develops from a dependent position to an interdependent position. The course is a continuation of Recreation 154.

199. Special Topics in Recreation **one-twelve hours**

Special selected topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

300. Intramural Administration **three hours**

Administrative experience in directing and supervising institutional physical recreational programs is provided. The course will be offered both semesters on an arranged basis. PR: Junior standing or consent of instructor. (The course cannot replace or be used in the fulfillment of other program requirements.)

301. Day Camp Administration **three hours**

Administrative experiences in directing and supervising summer day camp programs (Falcon Camp) are provided. This course will be offered on an arranged basis during the first and second summer sessions only. PR: Junior standing or consent of instructor.

Safety Education

(Division of Health, Physical Education, Recreation, and Safety)

101. First Aid **two hours**

Instruction is related to preparedness for emergencies and disasters prevalent in our society and will include treatment of injuries and other emergency conditions.

199. Special Topics in Safety **one-twelve hours**

Special topics will be selected. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free elective credits in degree and certificate programs.

200. Accident Analysis and Emergency Care **two hours**

Problematic areas of accident causation, prevention, emergency treatment and control pertinent to the elementary school environment and teacher responsibilities are analyzed. (Required: Elementary Education.)

203. General Safety Education **three hours**

The student will become acquainted with the purpose and need of safety education as an integral component of the overall education program. The teaching and planning of a safety program and the legal aspects involved are emphasized.

Social Science

(Division of Social Science)

150. Introduction to Appalachian Studies **three hours**

An interdisciplinary study of Appalachian culture, focusing on the values, attitudes, and problems of the region, as reflected in its history, geography and its political, economic and social institutions. (This course may be taken for general elective credit toward all degrees, but does not satisfy the General Studies requirement for any degree.)

199. Special Topics in Social Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials of Teaching Social Studies **two hours**

Theory and practice in secondary school social studies. Students participate in laboratory exercises using various techniques of teaching social studies teaching and its various disciplines. Each student is also required to plan and teach at least one micro-unit. (Included as part of the Initial Performance Practicum.)

499. Interdisciplinary Seminar **three hours**

Identification and synthesis of major concepts in the fields of geography, history, political science, psychology, sociology and economics. No prerequisites for History Majors. PR:

for teaching degree candidates: History 107, 108, 111, 112, 302, 319, 341; Geography 210; Political Science 103; Sociology 110, 301; Economics 200 and/or consent of the instructor.

Social Service Technology

(Division of Social Science)

199. Special Topics in Social Service Technology **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Practicum **one-twelve hours**

A supervised field experience in a local public or private agency. PR: Prior to taking this course, the student is required to complete SW 210 and 211 with at least a 2.0 average and a cumulative grade point average 2.0. (Social Work 210 is not a requirement for a minor degree.)

Social Work

(Division of Social Science)

199. Special Topics in Social Work **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

210. Introduction to Social Work **three hours**

A study of the history and development of social work and social welfare policy and services. Open to all students.

211. Interpersonal Skills Seminar **two hours**

A study of interpersonal skills, with an emphasis on communication skills and verbal and nonverbal expression of feelings. PR: 210 or consent of instructor.

300. Human Behavior and the Social Environment **three hours**

An integration of the biological, cultural, psychological and social aspects of human behavior through a study of social systems. PR: 211.

302. Social Work Practice **three hours**

An introduction to the generalist concept of social work practice. Emphasis on problem solving as a goal directed process toward planned change with a range of client systems. PR: 211.

304. Practice Interventions I **three hours**

Problem identification, assessment and evaluation with individual, family and group client systems. Interventive roles, techniques and strategies utilized by the generalist practitioner will be emphasized. PR: 302.

400. Social Welfare Policies and Service **three hours**

Analysis of policy formulation and services implementation based on what has occurred in the past. Possible future reform in social welfare policy and services needed by our changing society. Existing policy and programs will be selected for review and analysis to determine who gets what, when and how. PR: 302.

402. Practice Interventions II **three hours**

Interventive roles for problem identification, assessment, evaluation, and resolution with organization and community client systems. PR: 302 and 485.

404. Practice Interventions III **three hours**

Policy and program designing for rural service delivery. Knowledge and skills in administrative roles and functions. PR: 300 and 402.

412. Senior Seminar **two hours**

A seminar to integrate and review areas in the social work major. PR: 488.

485. Practicum **one-nine hours**

An examination of the social welfare agency through an educationally directed, supervised field experience. PR: The student is required to maintain an overall "C" average in Social Work 210, 211, 300, and 302 before taking this course. A cumulative grade average of 2.0 is also required.

488. Practicum **one-twelve hours**

An examination of the social welfare agency through an educationally directed, supervised field experience. PR: The student is required to maintain an overall "C" average in Social Work 304, 400, and 485 before taking this course. A cumulative grade average of 2.0 is also required.

497. Seminar: Special Topics in Social Work Practice **three hours**

498. Seminar: Special Topics in Social Work Practice **three hours**

499. Seminar: Special Topics in Social Work Practice **three hours**

Sociology

(Division of Social Science)

110. Introductory Sociology **three hours**

The course is built around selected sociological concepts to provide a general understanding of our modern society.

199. Special Topics in Sociology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits will be applicable as free electives in degree and certificate programs.

200. Social Problems **three hours**

A study of social stresses and strains in important areas of human relationships. PR: Soc. 110.

230. Social Psychology **three hours**

A study of social structure and social interaction. Techniques of leadership and control will receive special study. PR: Soc. 110. Psychology 101 or Education 302 and 303 recommended. Same course as Psychology 230.

240. Nonparametric Statistics **three hours**

Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include non-parametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)

301. Anthropology **three hours**

A study of human biological and social origins, including human pre-history, race, the origin and nature of culture, social organizations among preliterate peoples, cultural diffusion, and culture change. PR: Soc. 110.

310. Sociology of the Family **three hours**

A study of the background, structure and function of the American family with emphasis placed on the effect of social change upon the family. The meaning of the paired relationship is examined along with alternatives to marriage and the family. PR: Soc. 110.

325. Social Stratification **three hours**

The course includes an analysis of social structure and stratification in terms of class, status, and power relations in society; an examination of theories and research findings.

330. Urban Sociology **three hours**

A study of the characteristics of urban society including its culture, social relationships and institutions. Urban society is studied in comparison with rural society as a part of the American Society. PR: Soc. 110, 200.

340. Juvenile Delinquency **three hours**

A study of what society defines as delinquent behavior and of the young people designated as delinquents. Emphasis will be placed on the causes of delinquency and on the various techniques and methods of prevention, treatment, and rehabilitation. PR: Soc. 110, 200.

380. Afro-American History and Culture **three hours**

A multi-disciplinary approach to the Negro in American life beginning with African civilization and covering the period up to and including the American Civil War. (Credit in History or Sociology.)

381. The Black Man in America **three hours**

An in-depth study of the history and culture of the Black Man in the United States from 1865 to present. (Credit in History or Sociology.)

410. Industrial Sociology **three hours**

A study of the organization, structure, function and social relationship found in the various areas of industrial activity in American society. The area of industrial relations will receive special emphasis. PR: Soc. 110.

430. Community Organization **three hours**

A study of the structure and function of the various social groupings found in the community. The course is oriented toward the development of community leadership talent. PR: Soc. 110, 200.

450. Minority Groups **three hours**

A study of racial and cultural minority groups in the United States with special emphasis upon understanding the cause of their persistence and the reason for majority-minority antagonisms. A study of the techniques whereby prejudices are developed and reduced will be made. PR: Soc. 110, 200.

460. Methods of Social Research **three hours**

This course is an introduction to the planning and implementation of social research projects. The course will consider the topics of variables and hypotheses, flowcharts, tables, questionnaires, coding instructions and data sheets, machine processing, and survey analysis of the data. PR: 110 and 200.

461. Advanced Methodology **three hours**

This course will critically interrelate and compare the various stages of social research such as conceptualization of hypothesis, measurement, experimental design, sampling, data collection, data analysis, and data interpretation. Within this format, various special topics will be developed depending upon the available resources. PR: Soc. 460 or consent of the instructor.

470. Sociological Theory **three hours**

A study of the historical development of modern sociological thought. PR: Consent of instructor.

471. Advanced Sociological Theory: A Critical Review **three hours**

An intensive study and critical examination of certain selected sociological theorists and the ways in which they differ and are similar. PR: Sociology 470 or consent.

490. Seminar: Sociological Literature **three hours**

A course designed to use original sources and publications not primarily used as texts. PR: Soc. 470 or consent of instructor.

491. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

492. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

497. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors in majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

498. Seminar: Special Problems in Sociology **one to three hours**
Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

499. Seminar: Special Problems in Sociology **three hours**
Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: Soc. 470 or consent of instructor.

Spanish

(Division of Language and Literature)

101. Elementary Spanish I **three hours**
Grammar, pronunciation, composition, translation.

102. Elementary Spanish II **three hours**
PR: Spanish 101 or one year of high school Spanish.

199. Special Topics in Spanish **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate Spanish I **three hours**
Rapid reading, grammar and conversation. PR: Spanish 101 and 102 or two years of high school Spanish.

202. Intermediate Spanish II **three hours**
PR: Spanish 201.

210. Spanish Civilization and Culture **three hours**
Independent study under the supervision of an instructor of the life, civilization, and culture of Spain. PR: Consent of the instructor.

220. Latin American Civilization and Culture **three hours**
Independent study under the supervision of an instructor of the life, civilizations, and cultures of Latin America. PR: Consent of the instructor.

Speech Communication

(Division of Fine Arts)

100. Introduction to Speech Communication **three hours**
An introduction to the elements involved in human communication, dealing with theory and practice as they relate to intrapersonal, interpersonal, small and large group communication situations.

103. Listening Skills **one hour**
This course focuses on the foundation techniques—behavioral, attitudinal and cognitive—which are used in effective listening. The course will examine also what is known about listening. Exercises designed to improve listening technique and skill are included.

105. Voice and Diction **three hours**
Theory and practice of speech science to provide basic information prerequisite to further speech and drama study and to improve the skills of the speaking voice. Open to speech communication and theatre students and music students only. Offered fall semesters.

107. Speech Improvement **three hours**
Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for Speech 105 requirement. Offered spring semesters.

152. Basic Speech and Hearing Science **three hours**
An introduction to the scientific basis for speech and hearing.

153. Phonetics **three hours**

A study of the phonetic characteristics in normal and deviant speech production.

154. Anatomy of the Speech and Hearing Mechanism **three hours**

A study of the anatomy and physiology of the human speech mechanism, the human auditory mechanism, and the human nervous system.

170. Broadcast Production Processes **three hours**

An introduction to the theory and practice of basic radio and television production operations; audio/video student operations; audio/video tape duplication procedures; fundamental closed-circuit television operations; and recording procedures for single camera recording. PR to Speech 271, 272, 278, 371, 379. Fall semester only. (Open to majors and minors in Radio/TV or by permission.)

171. Introduction to Broadcasting **two hours**

Survey of the industry and its role in today's society. Historical development and current responsibilities of broadcasting. Organization of stations and their relation to networks. Federal regulations and industry codes. Technical aspects of radio and television. Brief consideration of programming and production techniques. Field trips to area commercial and educational stations. Fall Semester.

173. Radio/Television Production **four hours**

The class is designed to involve the student in the production of broadcast exercises designed to simulate actual production requirements found in most entry level positions. Students must complete this course with a grade of "C" or higher in order to enroll in Speech Communication 278 and 371. This course is taught alternate semesters.

199. Special Topics in Speech Communication **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

215. Non-Verbal Communication **two hours**

A course in the non-verbal component of speech communication, which will examine the human body as a message carrier; the message characteristics of space, time, and artifacts; and finally, the functions of non-verbal communication as it affects first impressions, relational communication, and interaction. Spring semester.

219. Language in Speech Communication **three hours**

A study of verbal coding for communication. Focuses upon the function of language in oral communication, theories of oral language acquisition and behavior and the special problems involved in oral language coding for audiences. PR: Speech Communication 100 or consent.

221. Classroom Communication **three hours**

As an introduction to principles and practices of effective oral communication for the classroom teacher, all study and practice in this class is directed toward the special speaking and listening needs of elementary and secondary classroom teachers and their students. PR: English 104, 108. Required of all B.A. in Education students.

233. Interpersonal and Small Group Communication **three hours**

A study of communication in a dyadic and a small group context with emphasis upon the processes of role emergence and decision-making in the task oriented group. Group cohesiveness, roles, group acculturation, leadership emergence, and the small group in organizations are among the topics studied. Spring semester.

241. Argumentation and Debate **three hours**

A study of the principles of argumentation, logic and reasoning, evidence and decisonmaking. A practical application of these principles is emphasized through the study of current controversies and oral class debates. Fall semester.

249. Intercollegiate Debate I-IV **one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the

intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to freshmen and sophomores. Juniors and seniors see Speech Communication 449. PR: Speech Communication 241 or consent.

270. Radio/Television Announcing **three hours**

Study and practice of major aspects of various announcing cycles, along with routine procedures in logging programs, EBS regulations, air-checks, etc. Requires two hours per week outside class practice time. PR: Speech 173 and/or consent. Spring Semester.

271. Broadcast Practicum **two hours**

Designed to provide laboratory experience in b/w and color television production, and monaural audio production. Students participate in production for on and off campus dissemination. PR: Speech Communication 170.

272. Broadcast Practicum **two hours**

A continuation of 271.

277. Television Graphics **two hours**

Theory and practice of graphics design and production for television. Two hours lecture and one hour laboratory per week. PR: Speech Communication 173.

278. Broadcast Studio Maintenance **two hours**

Theory and practice relating to the care and preventive maintenance of all major audio and video studio equipment and facilities. Items covered include microphones, audio and video recorders, turntables, audio and video control boards, studio lighting, television cameras, portable broadcast equipment, etc. Two hours lecture and one hour laboratory per week. PR: Speech Communication 170 and a grade of "C" or higher in Speech Communication 173.

279. Broadcast Continuity Writing **three hours**

Formats of all types of radio and television writing except dramatic scripts. Continuity for talks, interviews, discussion, music, variety, documentary programs, and commercials. Students may participate in studio productions or writing projects. Alternate semesters. PR: Speech Communication 171. Offered on demand.

299. Field Study/Seminar **six hours**

Open to students enrolled in two-year Radio/TV Communication degree. Designed to allow on-the-job work experience in cooperating radio and/or television communication facility. PR: Completion of the first two semesters of Radio/TV Associate Degree Program, with minimum overall GPA of 2.00.

303. Listening: Theory and Practice **three hours**

This course is designed to provide extensive knowledge and background in the communication skill of listening. The course will focus on the various component techniques of listening including such elements as attention, reception, comprehension, memory, feedback and note-taking. Special attention will be paid to exercises for teaching listening. PR: Speech Communication 103 or consent. Taught on demand.

337. Persuasive Communication **two hours**

A study of the speaker, audience, and environmental factors influencing the persuasive process. Designed to give advanced speech students training in the preparation, presentation, and critical analysis of persuasive speeches. Fall Semester. PR: Speech Communication 100 or 221 or consent.

345. Oratory **one hour**

Study of origin, historical influences, and changing nature of oratory. Practice in development of persuasive manuscript speeches for competition. PR: 337 or consent. Spring semester.

361. Speaking for Business and Professionals **three hours**

A study of the special interpersonal and public communication demands on business and professional persons. Focuses on preparation and practice in interviewing, selling, training employees and facilitating internal communication in community, business and professional organizations. PR: Speech Communication 100 or consent.

369. Communication in Organizations **three hours**

This course will study the nature of communication in organizations and the skills necessary to communicate effectively in the organizational setting. This course will cover the organization as a communication system, the formal and informal systems, serial communication, networks, alternative communication systems, interpersonal and organizational communication skills, and communication problems and strategies in organizations. PR: Speech Communication 100 or consent. Alternate spring semesters.

371. Advanced Radio/Television Production **four hours**

Continuation of Speech 173. Includes advanced work in audio and video techniques employing 1/2 inch, 3/4 inch, and 1 inch b/w and color video formats along with various audio formats. Participation in productions for on and off campus dissemination. Three hours lecture and one two-hour laboratory per week. PR: Speech Communication 170 and a grade of "C" or higher in Speech Communication 173.

379. Independent Study in Broadcast Production **three hours**

Opportunity for the student to pursue in-depth study and production work within a special area of interest. Student must present a proposal fully describing the area of study and production and number of credit hours sought. Following departmental approval, the student will begin study in the selected area. At the close of the course the student will submit a paper and associated production for evaluation. PR: Speech Communication 170, 171, 173, 271, 272, 278, and 371. Grade of "C" or higher in Speech Communication 173 and 371.

421. Extemporaneous Speaking **one hour**

Study of origin, aim and development of extemporaneous speeches. Preparation for competition. Spring semester. PR: Speech Communication 337 or consent.

431. Methods and Materials in Teaching Speech Communication and Theatre **two hours**

Philosophy, methods, and materials of teaching speech communication and theatre and of directing the speech communication and theatre co-curricular and extracurricular activities in the secondary schools. Fulfills Professional Block requirement for those with a single teaching field in oral communication. Spring semesters.

439. Public Speaking Practicum I-VIII **one-eight hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in public speaking, i.e., after-dinner, extemporaneous, oratory, etc. Maximum credit in any semester is one hour. PR: Speech Communication 337 and/or consent.

449. Intercollegiate Debate I-IV **one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to juniors and seniors. Freshmen and sophomores see Speech Communication 249. PR: Speech Communication 241 or consent.

459. Speech Correction **three hours**

An introduction to the field of speech pathology and audiology. Study of normal speech and language development and the major classifications of speech, language and hearing disorders. Fall semester and summer term.

491. Directed Study in Speech Communication **one-four hours**

The students elects directed study in any area of speech communication which is not treated in the speech course offerings. Course is designed by the student and selected faculty with approval of department chairman. Maximum credit earned in any one semester is one credit hour. PR: Consent of instructor.

Technology

(Division of Technology)

TEC 100. Technology and Society **two hours**

An analysis of the historical development of man and technology as antecedents of the

technological society. Students will interact with the domains of technology through problem solving applications of engineering problems. PR: none.

TEC 199. Special topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 201. Production I **four hours**

A study of the means by which man provides goods and services of economic value for his needs and wants. The emphasis will be on the development of basic skills in a variety of material areas. PR: Sophomore standing.

TEC 202. Transportation I **four hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: Sophomore standing.

TEC 250. History of Technology **three hours**

A survey course from pre-historical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education. PR: Sophomore standing.

TEC 260. Crafts **two hours**

The student is encouraged to explore, experiment, and create with a variety of materials and processes. PR: None.

TEC 290. Engineering Analysis I **four hours**

Technical problem solution utilizing analytical geometry and calculus. Topics include: curvilinear motion, related rates, curve sketching, maximal and minimal problems; areas, volumes, centroids, and moments of inertia by integration. PR: Sophomore standing, Math 101, Math 102, and at least nine credits of technology courses.

TEC 299. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 300. Engineering Analysis II **four hours**

A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative, double integration; methods of curve fitting; series expansion; differential equations. PR: TEC 290.

TEC 301. Communication **four hours**

This is a study of the technical means by which man communicates. The emphasis will be on electronic and graphic forms of communication. The social/cultural aspects of communication will be studied as well as the technical components. The course will be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: GRT 100.

TEC 302. Production II **four hours**

A study of the means by which man provides goods and services of economic value for his needs and wants. This will be achieved by studying management, materials, processes, concepts of mass production, and the social/cultural aspects of the production system. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: 201.

TEC 303. Transportation II four hours

A study of the means by which mass is moved from one point to another. This will be achieved by studying the environments system elements, and social/cultural aspects of the transportation system—past, present and future. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial art teachers. PR: TEC 202.

TEC 310. Man and Technology **three hours**

A historical study of man and technology as a basis for the development of contemporary philosophical systems. PR: Junior standing.

TEC 320. Elementary School Technology **two hours**

The laboratory experiences derived from the technology of the home, community,

and world analogous to the lower intermediate, and upper elementary grades. A variety of materials, tools, and processes are utilized as each student develops his own ideas. Emphasis is also placed upon the organization and administration of such a program. PR: None.

TEC 393. Future of Man **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. PR: Junior standing.

TEC 399. Special Topics **one-three hours**

A study of special topics of educational, technical or industrial concern. PR: Consent.

TEC 400. Work Experience Seminar **four hours**

A functional analysis of industrial organization and management, and the implementation of these concepts toward the initiation of a new industry. PR: Technology junior standing or consent.

TEC 401. Work Experience Laboratory **eight hours**

On the job work experience including employer evaluation and an in-depth study of safety legislation relevant to the industrial enterprise. PR: TEC 400.

TEC 410. Guided Design Seminar **one-four hours**

A seminar in design or research in selected areas of engineering or educational technology. Open to division majors with senior standing in the baccalaureate program. PR: Technology senior or consent.

TEC 431. Methods and Materials for Teaching Industrial Arts **two hours**

A course in which the particular problems and techniques of teaching industrial arts are dealt with. Emphasis is given to the special methods of handling demonstrations, use of special teaching aids and other related problems unique to industrial arts. PR: EDUC 200, 250, 302, 303, TEC 301, TEC 302, TEC 303.

TEC 450. Multiple Activities **four hours**

A lecture/laboratory course designed to aid the industrial arts teacher in the organization and administration of the laboratory and operationalize concepts inherent in teaching the multiple activities. PR: TEC 301, TEC 302, TEC 303.

TEC 499. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

ARC 200. Graphics **three hours**

This course demonstrates the various visual techniques used in design presentations. The student will practice lettering, projections and 3-dimensional drawing. Water color, acrylic and pencil techniques will be applied to graphic presentations. PR: DRF 100.

ARC 210. Design I **four hours**

A basic course in design philosophy representing visual perception, imaginative ability and understanding spatial relationships. Introduction to studies in basic human and environmental determinants of form as determined by site, climate and personal need. PR: DRF 100.

ARC 230. Architectural History I **three hours**

Architectural history from prehistoric times to 1825 and the beginning of the Victorian era. Equal emphasis will be given to building form, technology, style and architect.

ARC 250. Design II **three hours**

Students will design and graphically present small design projects. The final product will be a small building complex. PR: ARC 210.

ARC 260. Architectural History II **three hours**

Architectural history from the Victorian era (1825) to the present. Equal emphasis will be given to building form, technology, style and architect. PR: ARC 230.

ARC 310. Construction Details **four hours**

An analysis of working drawing techniques and methods of graphic presentation. PR: ARC 210, ARC 250.

ARC 400. Design III **four hours**

Exploration of the dwelling unit generated by interpersonal relationship, site climate and materials. PR: ARC 250.

ARC 410. Design IV **four hours**

Students will design a large scale urban project with an emphasis on interfacing building technology with modern design principles and urban design concerns. PR: ARC 400.

ARC 420. Urban Design **three hours**

An introduction to urban site planning and the application of basic principles to an urban context. Areas of study will include problems of commercial redevelopment and housing. PR: ARC 210, ARC 250, ARC 230, ARC 260.

ARC 430. Mechanical and Electrical Systems **three hours**

Introduction to the design of mechanical and electrical systems. PR: ARC 210, ARC 250, CIV 210.

CIV 100. Wood Technology **three hours**

The theory, application and treatment of woods and hand and machine woodworking. A basic class dealing with wood identification, wood usage, woodworking tools and machines fabrication, joinery, adhesion, and finishing. PR: None.

CIV 200. Surveying I **four hours**

An emphasis on field work with theory of the measurement of linear distances, proper notekeeping, leveling procedures, measurement of horizontal and vertical angles, stadia, and elementary mapping. Also includes bearing, azimuths, and traverse calculations including rectangular coordinates. PR: DRF 100, Math 101.

CIV 205. Furniture Construction and Design **two hours**

A lecture-laboratory course in the development function of design, especially as it applies to the area of household furniture. Student problems include the designing of furniture and other household articles which are to be used as projects in the industrial arts laboratories. PR: CIV 100.

CIV 210. Light Construction **four hours**

Practices utilized in the erection of residential and industrial buildings with technical information involving problems from ground to roof. PR: MEC 200.

CIV 215. Wood Finishing **two hours**

A survey course in the materials and methods commonly used in the finishing of furniture and similar articles, and readily applicable to use in high school situations. The various types of dyes, stains, shellacs, varnishes, lacquers, and sealers will be used on sample panels. PR: CIV 100.

CIV 220. Construction Materials and Methods **three hours**

Identification, properties and standard test methods for steel, concrete, timber, masonry products, bituminous products, soils, and aggregate. Heavy construction methods are also discussed. PR: CIV 210.

CIV 225. Cabinet Construction and Design **two hours**

A lecture-laboratory course in the developmental function of design, especially as it applies to cabinet making. The projects will be made in conformity with the drawings and specifications as developed. Advanced work in the use of machine tools, techniques, and processes will be stressed and a high level of craftsmanship will be maintained. PR: CIV 205.

CIV 235. Advanced Woods **three hours**

A lecture-laboratory course with emphasis on the use of advanced techniques in the design and construction of home furniture. Particular attention is given to the use of veneers, inlays, overlays, and other advanced methods of enhancing the finished appearance of projects. PR: CIV 100.

CIV 240. Surveying II **four hours**

A continuation of Surveying I including tape/transit surveys, mapping, area calculation, topographic mapping, construction staking and procedures as well as photograms. Also includes curve stakeout, cut and fill calculations and principles of land surveying. PR: CIV 200.

CIV 260. Fluid Mechanics and Hydraulics **three hours**

Introduction to basic hydraulic theory including hydrostatics, the flow of liquids in pipes and open channels using common design equations, and hydrologic theory and practice. PR: Math 102, TEC 290, Phys 101.

CIV 300. Highway Design and Transportation **three hours**

This course includes basic transportation theory as well as particular highway design aspects such as route survey, terrain, drainage, bridge design, pavement types, alignment grades and field-office work. PR: TEC 300, CIV 220, CIV 240.

CIV 310. Structural Analysis and Design I **three hours**

The analysis of concrete, steel and timber beams, columns, tension members, including riveted, high strength bolted and welded connections. Includes shear, moments, deflections in statically determinant and indeterminate structures. PR: MEC 200, CIV 200, TEC 300.

CIV 320. Construction Planning, Estimating and Contracts **three hours**

Planning and estimating techniques of various types of construction projects including critical path, scheduling, inspection and various on-site considerations. Also includes contracts, bidding, and specifications as they affect the contractor and engineer. PR: EDP 100, CIV 220, IND 300.

CIV 350. Soils and Foundations Design **three hours**

Basic soil mechanics including stress and failure modes, hydrostatic forces; retaining wall and foundation design and soil testing methods. PR: CIV 220, CIV 340.

CIV 430. Advanced Surveying Problems **three hours**

This course is offered as an elective for those students desiring to improve their ability and self-confidence in surveying. Both engineering (construction) and land surveying are covered. Subjects include: triangulations, curves, route surveying, mine surveying, areas and cross-sections, computations, construction layouts, alternate methods of land surveys, deeds and land descriptions. PR: CIV 240.

CIV 440. Structural Analysis and Design II **three hours**

A continuation of CIV 340 with in-depth design of reinforced concrete and steel structures including design of tension, shell and air supported structures. PR: CIV 340.

CIV 460. Water and Wastewater Technology **three hours**

Theories and practices in water and wastewater treatment, natural water quality, and advanced hydraulics including dam design. Pumping, biological waste treatment and basic limnology are also covered. PR: Chem 101, CIV 260, or instructor permission.

DRF 100. Engineering Graphics **three hours**

Basic drawing processes and techniques including freehand lettering, geometric construction, sketching, multiview and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRF 205. Technical Illustration **three hours**

An introduction to convey information as to the shape, size and function of an object. Areas include technical sketches and drawings, illustrations for parts catalogues as well as exploded view drawings. Content areas include: obliques, perspectives, isometrics, airbrush and shading techniques. PR: DRF 100.

DRF 215. Architectural Drawing **four hours**

A comprehensive study of the planning, designing and drawing of a single family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRF 100.

DRF 225. Descriptive Geometry **two hours**

A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles. PR: DRF 100.

DRF 235. Technical Drafting **three hours**

A higher level of drafting techniques will be studied in this course. Study will include production drawings, plumbing, heating, and air conditioning drawings, fluid-power drawings, graphs and charts, product design and development. PR: DRF 100.

DRF 245. Architectural Design **two hours**

An approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior decoration majors. Content covers: architectural, pictorial and presentation drawings. PR: DRF 215.

DRF 255. Tool Design **four hours**

Design of tooling, including jigs, and fixtures for machine operations such as drilling, reaming, tapping, boring, milling, turning, grinding, and sawing presswork and design of dies for blanketing, piercing, drawing, bending, forming, and progressive die operation. PR: DRF 100, DRF 235.

DRF 265. Blueprint Reading **two hours**

A course in the reading of the prints and drawings most commonly found in industrial operations. Emphasis is placed on the development of speed and accuracy in the use of working drawings. PR: DRF 100.

ELE 100. Circuit Analysis I **three hours**

Introduction to the concepts of voltage, current, resistance, capacitance, and inductance. Also covered are Kirchoff's Laws with applications in basic DC-AC, series-parallel circuits. Basic electromechanical devices and transformers are studied. Co-Requisite: Math 101.

ELE 200. Shop Practices **three hours**

The student will build a breadboard to be used in subsequent courses. Skills covered in this course include PC board layout and construction, soldering, wiring, component selection, metal fabrication, plastic fabrication, wood fabrication, and general layout procedures.

ELE 210. Circuit Analysis II **two hours**

Continuation of ELE 100 including the theory and application of circuit analysis theorems. Also covered are nonsinusoidal waveforms, three-phase circuits, and the use of computers in solving problems. PR: ELE 100, Math 101.

ELE 215. Basic Transistors **three hours**

Devices studies will include rectifiers, zeners, filters, bipolar transistors and field-effect transistors. The circuitry will include power supplies, the basic amplifier types, multistate amplifiers, power amplifiers, switching circuits, and oscillators. PR: ELE 100, ELE 200.

ELE 220. Linear Electronics **three hours**

Study of the basic concepts of linear integrated circuits including OP amps, regulators, comparators, timers, and phase-locked loops. PR: ELE 210, ELE 215.

ELE 230. Digital Electronics **three hours**

Theory and experimentation with SSI, MSI, and LSI devices and systems including such basic components as gates, flip-flops, counters, decoders, timers, displays, memories, etc., and such systems as thermometers, tachometers, meters, etc. PR: ELE 210.

ELE 240. Industrial Electronics **three hours**

Study of the operation of industrial power control systems including power devices and control circuits. Power devices covered include relays, contactors, transistors, SCR's, and TRIAC's. Control circuits include UJT's, PUT's, DIAC's, photo-devices, timers and control IC's. PR: ELE 220, ELE 230, ELE 250.

ELE 250. AC-DC Machinery and Controls **three hours**

Practical aspects in the use and maintenance of AC-DC machinery and power distribution including motors, generators, starters, speed controllers, breakers, transformers, etc. PR: ELE 100.

ELE 260. Communication Systems **three hours**

Theory, operation, and maintenance of AM, FM, PM, and digital communications systems. PR: ELE 220, ELE 230.

ELE 270. Microcomputers **three hours**

Theory and experimentation with microcomputers including instruction sets, memories, I/O, programming (machine code, assembler, and high level), interrupts, peripherals, and interfacing. PR: ELE 230.

ELE 300. Advanced Linear Electronics **three hours**

Study of linear devices including OP, AMPS, comparators, PLL's, timers, audio IC's, voltage references, and current references. Course will include analysis and design concepts for the circuits studied. PR: ELE 240, ELE 260.

ELE 310. Advanced Microcomputers Systems **three hours**

Continuation of ELE 270 with more in-depth study and laboratory work. Topics included are A/D and D/A converters, serial communications, interfacing to power devices, etc. PR: ELE 260, ELE 270.

ELE 400. Senior Electronics Project **three hours**

Instructor approved project integrating concepts from previous courses. This course will allow the student to pursue specialized interests and show that he/she can complete an individual project. PR: ELE 300, ELE 310.

ELE 410 Data Acquisition and Control Systems **four hours**

Theory and use of data acquisition and control systems including transducers, signal conditioning circuits, multiplexing, A/D and D/A converters, computers, and control devices. PR: ELE 300, ELE 310.

GCT 100. Graphic Communication Processes **three hours**

An introduction to the Graphic Arts. The course deals with the basic methods of placing visual elements on receiver materials. An investigation is made of relief, intaglio, planographic, porous, and electrostatic printing methods; continuous tone photography; and basic bindery operations. Experience is gained in each of these areas and in the various phases of production of these methods.

GCT 200 Image Assembly I **three hours**

A basic course in the makeup of copy. Emphasis is placed on composition and typography. Single and multicolor paste-up techniques, forms layout, cropping and scaling of photographs, and keylining will be investigated. Experience will be gained in introductory electronic composition and single and multicolor film assembly. PR: GCT 100.

GCT 210 Image Transfer Mechanisms I **three hours**

Image carriers such as relief plates, litho plates, gravure plates and photo silkscreen stencils are studied. Experience in plate making, single and multicolor press operation, and bindery operations will be gained. Pressrun problems and introductory press maintenance will be investigated. PR: GCT 200.

GCT 220. Estimating and Cost Analysis **three hours**

An examination of the operations involved in producing graphic materials for the purpose of determining both individual and overall costs will be undertaken. Effective use of press equipment, cost and price determination, and the financial structure of the printing concern will be studied. Both the Franklin catalog and the micro-computer applications will be investigated in regard to estimating. PR: GCT 210.

GCT 230. Layout and Design I **three hours**

Printed materials will be analyzed in terms of design, typestyle, and color. Knowledge of how to prepare art for reproduction and instruct the cameraman will be acquired. Time is given to the design and production of original work. PR: GCT 200.

GCT 240. Graphic Arts Photography **three hours**

A study of the factors that affect film. Experience is gained in the means of production of half-tones and special effects such as posterization, duping, clocking, and duo tones. Time is spent with both press proofing and non-press proofing, and in the area of photo fabrication. PR: GCT 210.

GCT 250. Graphic Communications Practicum **six hours**

Supervised on-the-job learning/work experience with a cooperating business or industry or the college in-house printing facility. Students will gain experience in graphic arts photography, typesetting, platemaking, presswork, and bindery. Two year and four year Graphic Communications Technology only. PR: GCT 200, GCT 210, GCT 240.

GCT 260. Practicum Commercial/Graphics **six hours**

Supervised on-the-job learning/work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program. PR: GCT 210, GCT 220, GCT 230 (Commercial/Graphics only)

GCT 270. Screen Printing Techniques **three credits**

An examination of screen process stencil systems, substrates, inks, framing methods, and fixtures. Students will gain experience in the printing of flat objects, textiles, pressure sensitives, decals, and cylindrical objects. Both single color and multicolor imaging will be investigated.

GCT 300. Basic Photography **three hours**

A beginning course in the utilization of the hand-held camera. The emphasis is placed on the taking of pictures and the processing of black and white film. Topics covered include film and print processing, camera basics, camera formats, lens types, portrait photography, and photograhic ethics.

GCT 310. Advanced Photography **three hours**

A continuation of 98-300, covering such areas as advanced black and white work, large format camera work, and color photography. PR: GCT 300.

GCT 320. Image Assembly II **three hours**

A continuation of GCT 200. The student continues work in image and film assembly. The stripping of flat and process color will be investigated in greater depth. Students will gain experience in more advanced electronic composition and text processing including methods of editing, storage and retrieval. PR: GCT 200.

GCT 330. Layout and Design II **three hours**

A continuation of GCT 230. The student continues work on thumbnail, rough, and final layouts with emphasis on the production of comprehensive final layouts for presentation to the customer. PR: GCT 230.

GCT 340. Image Transfer Mechanisms II **three hours**

A continuation of GCT 210. Single and multicolor presswork is pursued on a more advanced basis. Larger offset presses are studied. PR: GCT 210.

GCT 410. Printing Techniques **three hours**

An opportunity to investigate an area not included in the regular listing of courses in the communications field. It is possible to do a further study of some area previously covered. PR: GCT 200, 210, 220, 230, 240, 300.

GCT 420. Computer Applications to Graphic Communications **three hours**

Development of computer applications to the solutions of graphics production problems such as reduction of waste, inventory control, and cost analysis. Computer typesetting systems and their components are analyzed and their compatibility is investigated. Both commercial and student produced software will be used.

IND 200. Welding **four hours**

The reading of symbols and the production of ferrous elements, in and out of position, using both gas and electric processes.

IND 210. Machine Shop **three hours**

Fundamentals of hand and machine tools, involving the lathe, drillpress, grinder, mill saw and other metal working machines with problem solving in layout and machine design.

IND 220. Metallurgy **two hours**

An introduction to the basic elements of metallurgy including structure of metals, properties, smelting, refining, heat treating, and testing. PR: MAT 100.

IND 230. Advanced Welding **three hours**

This course is involved with pipe welding (electrode) G.M.A.W./M.I.G. (semi-automatic, cored and solid wire), and T.I.G. (tungsten-inert-gas). Methods of producing and fabricating to standard specifications. PR: IND 200.

IND 240. Manufacturing Processes **four hours**

An experience involving basic techniques in manufacturing and fabrication of metal products. The process includes conception of an idea to be placed in experimental and developmental stages and final completion and mass production. This includes the use of the lathe, milling machine, drill press, surface and tool grinder, friction band saw, and the use of precision measuring instruments for layout and design. Special emphasis will be placed upon production safety. PR: IND 210.

IND 250. Personnel Problems and Labor Relations **three hours**

A seminar dealing with the problems of labor and management, wage and hour laws, and industrial regulations. PR: Sophomore standing.

IND 300. Engineering Economy **three hours**

Techniques of engineering economy as related to cost, design, and selection of materials. PR: IND 240, TEC 300.

IND 310. Plant Layout and Production Control **two hours**

A study of the economical arrangement of stocks, machines, and layout of aisles for efficient handling of materials and production. PR: IND 300.

IND 400. Time and Motion, Quality Control **two hours**

Fundamentals of work simplification and motion economy using the techniques of motion and time study for the development of effective methods of production. PR: IND 250; Co-requisite: IND 310.

IND 420. Heavy Equipment Fabrication **three hours**

Resistance, gas and electric arc welding and cutting, capabilities and limitations of lathe and milling operations; techniques of materials forming, fabrication and heat treatment. PR: MEC 200, CHEM 102, PHY 102, or consent.

MAT 100. Materials and Processes **three hours**

Emphasis is placed upon the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today's industrial complex.

MEC 100. Statics **three hours**

The study of force systems that act on rigid bodies that are in static equilibrium. Topics of study include the analysis of coplanar and noncoplanar forces systems using analytical and graphical methods. PR: Math 101, Phys. 101.

MEC 105. Engine Theory **three-four hours**

A survey of engine design and characteristics. The operation and principle of internal combustion engines and nomenclature, location, and function of stationary and moving parts. PR: None.

MEC 115. Power Transfer Theory **three-four hours**

A study of the transfer of power to its terminal use through transmissions, torque converters, propellers, shafts, universals, differentials, and other drive mechanisms, as well as direct transfer by air or other fluids. PR: None.

MEC 125. Integrated Automotive Systems **two hours**

Introduction into all systems of the automobile. The student will be able to identify components of cooling, intake, ignition, charging, starting systems, etc. PR: None.

MEC 200. Strength of Materials **four hours**

The analysis of stress and deformation of deformable bodies under the action of forces. The design and selection of tension and compression members, shafts and beams. Topics of study include stress and strain, Hook's Law, mechanical properties of engineering materials, torsion, bending, and buckling theory. PR: MEC 100, Math 102, MAT 100.

MEC 205. Carburetion and Ingition Theory **three-four hours**

Methods and principles involved in the flow, metering, atomization, and delivery of fuel. Theory and practice of generation and distribution of electricity through the electrical system. PR: MEC 105.

MEC 210. Thermodynamics I **three hours**

A beginning course to introduce the study of the thermodynamic laws of conservation of mass and energy. Applications in the analysis of energy sources, transformations and utilizations. PR: Math 101; Co-Requisite: Phys 101.

MEC 215. Hydraulic and Suspension Systems **three-four hours**

The theory and practice of suspension and hydraulic systems used in modern vehicles. PR: None.

MEC 220. Fluid Mechanics **three hours**

A study of the mechanics of fluid systems. Topics include fluid statics and dynamics, dimensional analysis and similitude, steady flow of incompressible fluids in pipes, ducts, and open channels; steady flow of compressible fluids over surfaces and about immersed bodies; and turbomachinery. PR: Math 101, Math 102, MEC 100, MEC 200, TEC 290.

MEC 225. Electrical Systems and Air Conditioning **three-four hours**

A study involving the theory, operation and maintenance of the automotive battery, starter, alternator, regulator, and air conditioning system. PR: ELE 100.

MEC 240. Machine Design I **three hours**

Application of the principles of mechanics to the design and selection of machine components. Topics of study include: beams, columns, shafts, gears, bearings, belts, brakes, and springs. Design projects will be assigned and computer solutions will be utilized. PR: MEC 200, EDP 100, TEC 290.

MEC 300. Thermodynamics II **three hours**

A continuation of the study of problem solving procedures utilizating calculus. Topics include: transcendental functions, partial derivative; double integration; methods of curve fitting; series expansion; differential equations. PR: TEC 290.

MEC 320. Dynamics **three hours**

The study of Newtonian dynamics of particles and rigid bodies in plane motion. Topics of study include: Kinematics, Newton's Laws, work and energy principles and impulse and momentum. PR: MEC 240, TEC 300.

MEC 330. Heat Transfer I **three hours**

A study of heat energy interactions in solids, liquids, and gases. Topics include: fundamental laws of conduction, convection, and radiation heat transfer. PR: Phys. 102, Math 102, TEC 290, MEC 210, MEC 220.

MEC 340. Heating, Air Conditioning and Ventilation **three hours**

A steady of the principles of fluid mechanics, thermodynamics and heat transfer as applied to HVAC systems. Topics include: heating and cooling load calculations, heating, air conditioning and refrigeration systems; automatic controls; heat pumps for heating and cooling; solar heating and cooling systems. PR: MEC 220, MEC 300, MEC 330, TEC 300; Co-Requisite: MEC 410.

MEC 350. Machine Design II **three hours**

A continuation of Machine Design I with analysis and design of machine components under dynamic as well as static loads. Graphical and computer solutions will be utilized. PR: MEC 320, MEC 240.

MEC 400. Mechanical Measurements **three hours**

The study of the measurement of motion, force, torque and power with emphasis on strain measurement and strain gage techniques with instrumentation. Topics also include error analysis, and curve fitting. PR: MEC 250.

MEC 410. Thermodynamics III **three hours**

A continuation of the study of thermodynamics with special emphasis upon application to heat, power and refrigeration systems. Topics include: energy availability and irreversibility in open and closed thermodynamic systems; mixtures of gases and vapors; reactive systems; internal and external combustion power cycles; reversed cycles and flow through nozzles and diffusers. PR: MEC 300, MEC 330.

MEC 430. Heat Transfer II **three hours**

A continuation of the study of conduction, convection, and radiation heat transfer with emphasis upon application to residential, commercial and industrial and heat exchanger design. Topics include: steady-stated transient heat conductions; free and forced heat convection, condensing and boiling heat transfer; radiation, transfer by combined mechanisms, numerical and analog methods. PR: MEC 330.

MEC 440. Engineering Systems Design Laboratory **three hours**

A study of analog, digital and mixed engineering systems; similitude of mechanical and electrical engineering systems; dimensional analysis and theory of models. PR: MEC Senior standing or consent.

MIN 101. Mining Orientation and Computation **one hour**

Orientation designed to familiarize entering students with the following areas: the mining engineering technology curricula including courses, library use, grade point average and student organizations; career opportunities including the organization and management of coal companies, labor groups and regulatory agencies; basic computations and problems solving techniques including dimensional relationships and analysis. PR: Concurrent with Math 101.

MIN 200. Mining Methods, Safety and Laws **two hours**

Overview of coal mining industry from initial prospecting to applications and processing; concentrations include physical geologic principles and coalification, underground and surface methods of coal extraction; analysis of support functions including haulage, ventilation, electrical distribution and drainage; study of environment and legal consequences involving coal mining and use; pragmatic view of health and safety as they mediate coal production and use; reviews the role governmental regulatory bodies play in the coal mining industry. PR: MIN 101, Geol 101.

MIN 210. Coal Analysis, Sampling and Preparation **three hours**

Study of coal petrography concentrating on organic and inorganic rock types; coal analysis and property tests, and their relationship to various coal uses: including sampling theory and practice and coal washability studies; principles of preparing and beneficiating various coals for different markets; preparation plant components and unit operations; introduction to environmental problems including refuse disposal; laboratory experience in sample preparation and testing with emphasis on ASTM standards. PR: MIN 101, CHEM 101, Geol. 101.

MIN 220. Mine Mapping and Surveying **three hours**

Studies the use of surveying principles in underground and surface mining; may entail conducting underground traverses and leveling; reduction of field notes to mapable data; use of calculators, microprocessors and computers in data reduction and mapping; overviews general cartography as it applies to underground and surface mining; examines topographic and isopleth mapping as strategies needed in coal reserve analysis; introduction to coal exploration and the permitting process. PF: CIV 200, Math 102, MIN 200, DRF 100, EDP 100.

MIN 240. Mine Ventilation and Drainage **two hours**

A study of the principles and purposes of coal mine ventilation and drainage control; including fundamentals common to both; review of the substances present in the mine atmosphere; detailed analyses of the practices and components used to accomplish ventilation and drainage functions with particular emphasis on federal and state ventilation safety requirements; introduction to basic ventilation and drainage layouts. PR: MIN 200, CIV 200, MEC 220, Math 102, EDP 100.

MIN 310. Coal Mine Environment and Ground Control **three hours**

Applications and principles of mining mechanics, geology, and chemistry to underground mine and surface mine ground control systems; and to the practices required to accomplish solid, liquid and gaseous refuse treatment, disposal and control, including mine water treatment, dust and gas control, coal and rock strata stresses and characteristics, subsidence, design of strope supports, land reclamation and revegetation, and state and federal regulations. PR: Chem 102, MEC 200, MIN 210, Min 220, MIN 330.

MIN 320. Mine Layout **three hours**

Study of coal mine plant systems, application of principles of mine safety engineering, electricity distribution, drainage, haulage, ventilation, rock mechanics, and preparation to underground and surface plan layout and design. PR: MIN 310, Senior standing.

MIN 330. Mine Machinery and Maintenance **three hours**

Introduction of mine equipment system and design; equipment maintenance and failure theory, practice and economic consequences; lubrication systems theory and practice; hydraulic systems theory and practice; power transmission systems theory and practice; electrical and electronics systems theory and practice; historical developments leading to todays mine equipment; future possibilities including robotics and remote controlled equipment. PR: ELE 250, MEC 220, MEC 200, TEC 290, MIN 200, 240.

MIN 400. Coal Processes and Energy **three hours**

Principles of chemistry, physics, thermodynamics and reaction kinetics applied to coal processing and conversion including combusting, coal gasification and liquefaction.

MIN 410. Advanced Mining Systems and Operations **three hours**

Detailed comparison of current mining methods with respect to extraction, safety, environment consequences and economics; problematic applications with regard to haulage, electrical, drainage, ventilation, and personnel subsystems; analysis of the permitting and other regulatory processes; analysis of company organization and operations needed to meet corporate goals; effect of changes within other political energy and economic systems upon the mining industry. PR: MIN 340, IND 300, MIN 330.

MIN 420. Coal Mining Safety—MESA **twelve hours**

In residence at National Mine Health and Safety Academy, Mine Enforcement and Safety Administration (MESA), Beckley, West Virginia. Comprehensive study of coal mine health and safety engineering, including safety and inspection procedures, health and safety standards, industrial hygiene, equipment permissibility, mine emergency procedures, and industrial psychology. PR: MIN 320, Senior standing.

SAF 200. Safety Supervision **three hours**

A study of safety management structures and personnel responsibilities within the corporation. Structure for implementation of practices related to the safety mission, management by objectives, safety program audit and workmen's compensation are included. PR: None: CR: IND 250.

SAF 201. Occupational Safety **three hours**

A basic investigation into OSHA Standards pertaining to general and construction industry. Record keeping and OSHA inspections procedures are included. PR: None.

SAF 205. Fire Protection Organization **two hours**

Dimensions of the fire problem, economic environmental, social, fire protection organization, management, communication, layout of facilities and methods of administration.

SAF 210. Disaster Preparedness and Emergency Systems **three hours**

A study of the major elements of disaster and emergencies, including systematic and organized method of preparedness planning for these events.

SAF 215. Fire Suppression **three hours**

The examination of the chemical requirements for combustion, the chemistry of fuels and explosive mixtures and the study of the various methods of stopping combustion of fires. Analysis of the properties of materials affecting fire behavior.

SAF 220. Environmental Hazard Control **three hours**

A survey of hazard control assumptions pertinent to environmental safety and loss control. Including facilities, equipment and control features recommended by authorities in the fields of engineering, medicine, public health and safety. PR: SAF 201; CR: Chem 102, Phys 102.

SAF 225. Hydraulics and Water Supply **three hours**

Design of water supply and distribution systems for fire protection. Laboratory experiences in operational and hydraulic problems.

SAF 230. Introduction to Industrial Hygiene **three hours**

An introduction to techniques employed to recognize, evaluate and cope with various hygiene problems related to general industry. PR: SAF 220; CR: Chem 102, Phys 102.

SAF 235. Fire Prevention and Inspection **three hours**

A study of all types of industrial processes requiring special fire protection treatment such as heating equipment, flammable liquids, gases and dusts. Emphasis on fundamental theories involved, inspection methods, determination of relative hazards, application of codes and standards and economics of installed protection systems.

SAF 240. Safety Engineering Design **three hours**

Design engineering and engineering countermeasures needed to minimize losses incurred by man and the environment. PR: SAF 220.

SAF 245. Detection and Suppression System **three hours**

Study of heat, sensitivity, thermostats, fusible, elements, fire detection systems, design and layouts, alarm systems, power sources, safeguards, municipal alarm systems, construction, installation and maintenance requirements. Automatic extinguishing systems design and layout of water, gas and power systems.

SAF 250. Safety Legislation and Compliance Operation **three hours**

Study of federal, state, and local legislation pertinent to today's Safety Movement.

SAF 255. Fire Tactics and Strategy **three hours**

Organization of the fire attack team, the chain of command, manpower, equipment and water supply. Concepts of tactical operation, strategy, logistics and tactics.

SAF 300. Managing and Evaluating Safety Programs **two hours**

This course is an analysis of safety programs, it isolates components to be included or improved. Topics studied include safety audit, safety project improvement cycle, and safety management coordination. PR: SAF 220.

SAF 310. Human Factors in Accident Prevention **three hours**

Physical, mental, emotional and social factors related to effective programs of accident prevention, reduction and control.

SAF 320. Toxicology **three hours**

The purpose of this course is to study the effects of chemicals on biological systems, with emphasis on the mechanisms of harmful effects and on the conditions under which those harmful effects occur. PR: Chem 105, 106 and Biology 101, 102.

SAF 400. Industrial Hygiene Controls **three hours**

The object of this course is to investigate industrial hygiene control methods utilized for minimization of worker exposure to airborne contaminants and various chemical agents in industry. PR: SAF 230.

SAF 420. Industrial Hygiene Applications and Practices **three hours**

The function of this course is to analyze the methods and techniques utilized in the detection, evaluation, and control of chemical, physical, and biological health hazards. Studies will be focused on those hazards prevalent in manufacturing, construction, and mercantile. PR: SAF 330.

SAF 430. Epidemiology and Statistics **three hours**

This course is designed to examine the control of bacterial, viral and mycotic diseases in public health. The legal requirements governing the data collected and the types of equipment and sampling procedures utilized are also examined. PR: SAF 330, SAF 320.

Theatre

(Division of Fine Arts)

100. Theatre Appreciation **two hours**

This course examines the elements and components which create theatre. Students are encouraged to apply their knowledge in a critical appreciation of theatre. Fall semester.

110. Introduction to Theatre **two hours**

An overview of the purposes and organization of the theatre and allied areas and the functions of all of the jobs related to a theatrical presentation; artistic, performer, director, designer, technicians, and "front-of-house" operations and introduction to the theatre as a profession: professional organizations and securing employment. Offered on demand.

114. Body Training and Stage Movement **two hours**

Required of all theatre minors. Care, control, and use of the body as an instrument basic to performance (acting, singing, dancing). Alternate Spring semesters.

140. Theatrical Production **two hours**

Lecture course introducing the student to the principles and techniques of the organization, planning, and execution of technical theatre production, including scenery, properties, lighting, costuming, sound, and stage movement.

148. Theatre Workshop I-IV **one-four hours**

Crew work is assigned to Masquers productions, studio theatre productions, and/or reader's theatre. Opportunities for experience in all areas of technical theatre such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. One hour of credit taken concurrently with Theatre 140 is required of all BA Minors in Speech Communication and Theatre (Theatre Option) and AB in Education with teaching field in Oral Communication (grades 7-12). No more than one hour can be earned during a semester. Open to freshmen and sophomores (first four semesters) (juniors and seniors, see Theatre 432).

160. Technical Theatre Practicum: Costuming I **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

162. Technical Theatre Practicum: Lighting I **one hour**

Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

164. Technical Theatre Practicum: Properties I **one hour**

Practical experience in varied aspects properties through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

166. Technical Theatre Practicum: Scenic I **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

168. Technical Theatre Practicum: Sound I **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

199. Special Topics in Theatre **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

212. Theatrical Makeup **one hour**

Fundamentals of the theory and technique of designing and applying theatrical makeup, including laboratory experience and practical experience with Masquers productions and studio theatre productions.

220. Oral Interpretation **two hours**

An introductory study and practice of the principles involved in understanding the meaning of prose, poetry, and dramatic literature and in the effective oral and/or bodily transmission of that meaning to a listening and/or viewing audience. Spring semester. PR: Speech Communication 105 or Speech Communication 107 or consent.

228. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation. Maximum credit earned a semester is one credit hour. PR: Theatre 220 and/or consent of instructor.

230. Acting **two hours**

Introduction to the theory and practice of fundamental acting techniques for the stage. Fall semesters. PR: Theatre 220 or consent.

238. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in Masquers or studio theatre dramatic productions. Maximum credit earned a semester is two credit hours. PR: Consent. Juniors and seniors, see Theatre 432. (First four semesters.)

244. Introduction to Theatrical Design **three hours**

An introduction to the principles of theatrical design, including scenic, lighting, and costume design. Alternate spring semesters. PR: Consent.

260. Theatre History **three hours**

Historical examination of the major theatrical periods through a study of the important plays, playwrights, theorists, and other practitioners of each era. Alternate spring semesters.

314. Advanced Theatrical Makeup **one hour**

Practice in advanced design and application of theatre makeup. Assigned to Masquers productions and studio theatre productions. (Formerly Speech 301 Advanced Make-up.) PR: 212.

326. Advanced Oral Interpretation **two hours**

A study of the special problems of oral interpretation in the areas of prose; poetry, and dramatic literature. Alternate fall semesters. Not a substitute for Theatre 220. PR: Theatre 220 or consent.

330. Advanced Acting **three hours**

Advanced acting will involve special problems in acting related to movement, characterization and an introduction to styles to include representational style (classicism, medieval, and romanticism). Alternate spring semesters.

336. Directing **two hours**

Principles and techniques of play directing. Special attention given to directing problems in educational theatre: play selection, budgeting, casting, mounting, and staging, public relations, and coordination of crafts. Spring semester. PR: Theatre 140, 148 and/or Theatre 348 and Theatre 230 and consent.

344. Advanced Theatrical Design **three hours**

Advanced theatrical design will involve completed projects in scenic, lighting, and costume design to apply theory and introductory techniques and skills presented in the beginning course. Alternate spring semesters.

348. Theatre Workshop I-IV **one-four hours**

Crew work is assigned to Masquers productions, studio theatre productions and/or reader's theatre. Opportunities for experience in all areas of technical such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. No more than one hour can be earned during a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 148).

350. Children's Drama **three hours**

A lecture course providing an introduction to the theories and techniques involved in both creative drama for children and children's theatre. Taught on demand.

352. Children's Theatre Practicum **one hou**

Practical application of theories and techniques of children's theatre through performing with or working technical crews for Masquers, Jr. (children's theatre) productions. Taught on demand.

354. Creative Drama Practicum **one hou**

Theories and techniques learned in Theatre 350 are applied in supervised guidance of children in creative drama experience. PR: Theatre 350 or consent. Taught on demand.

356. Summer Theatre: Rehearsal and Performance **one-three hours**

Systematic rehearsal and public performance with the Masquers Town and Gown Players (community-college summer theatre). Designed for students who desire concen

trated stage training and experience. Roles assigned dependent upon directors' selection and hours credit desired. PR: Auditions.

358. Summer Theatre: Production and Management **one-three hours**

Experience provided in every phase of theatrical production and some phases of theatre management in conjunction with the Masquers Town and Gown Players (community-college summer theatre). Experiences include set designing and construction, lighting costumes, makeup, box office, house management, and publicity. Assignments dependent upon hours credit desired. PR: Consent.

360. Technical Theatre Practicum: Costuming II **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

362. Technical Theatre Practicum: Properties II **one hour**

Practical experience in varied aspects of light through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

364. Technical Theatre Practicum: Lighting II **one hour**

Practical experience in varied aspects of properties through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

366. Technical Theatre Practicum: Scenic II **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

368. Technical Theatre Practicum: Sound II **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

390. Scenic and Property Design **three hours**

An introduction to the principles of scenic and property design with attention given to scenographic techniques. PR: Theatre 110, 140, Tech. 99-100 or consent. Taught on demand.

392. Costume History and Design **three hours**

History of wearing apparel and appointment with emphasis on the Western World beginning with the Egyptians up to the 1950s and an introduction to the principles of costume design, including rendering techniques of costumes for the stage. PR: Theatre 110, 140. Tech. 99-100 or consent. Taught on demand.

394. Lighting and Sound Design **three hours**

Principles and techniques in designing, lighting and sound for theatrical and other public productions, with attention given to platform presentations, display, and television presentations. PR: Theatre 110, 140, Tech. 99-100 or consent. Taught on demand.

424. Stage Dialects **one hour**

An introduction through theory and practice to the major stage dialects including French, British, Cockney, Irish, Yiddish, Russian, German, Southern Mountain, Southern, and Brooklyn. PR: Speech Communication 105 or 107.

428. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation, dependent upon proficiency level. Maximum credit earned a semester is one semester hour. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 228.) PR: Theatre 220 and/or consent.

432. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in Masquers' dramatic productions. One to two credit hours may be earned a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 238.) PR: Consent.

438. Directing Practicum **one hour**

Direction and public presentation of a one-act play. PR: Theatre 336 and consent. Must have had performance or production experience on at least one Masquers Major production to receive consent.

480. Theatre Business Management and Promotion **three hours**

Study of theatre management procedures including responsibilities and practices in business management, box office management, and house management; and the study of the responsibilities and practices in theatre promotion, including the use of the media. Taught on demand.

484. Theatre Business Management Practicum **one-two hours**

Practical experience in varied aspects of business management, including box office assignments through work with Masquers and other productions. Treated in the drama course offerings. Course designed by student and selected faculty with approval of department chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor. Taught on demand.

488. Promotion Practicum **one-two hours**

Practical experience in varied aspects of theatrical promotion through work assigned to Masquers productions. Maximum credit a semester—one.

490. Directed Study in Theatre **one-four hours**

The student selects directed study in any area of theatre which is not treated in the drama course offerings. Course designed by student and selected faculty with approval of department chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor.

Veterinary Assistant Technology

(Division of Allied Health)

113. Introduction to Veterinary Technology **three hours**

The students will study veterinary laws and ethics, business and hospital management, and comparative anatomy and physiology. The parasites of the dog and the cat and the laboratory techniques for diagnosis of these parasites will be covered. Various methods of administering drugs will be evaluated and practiced. The students will practice the care, handling, and restraint of the dog and the cat. Two hours lecture and two hours lab per week. PR: Admission to the VAT Program.

114. Breeds and Breeding **two hours**

The students will be taught the breeds of the dog and the cat, breeding behavior, reproductive physiology, and nutrition. Two hours lecture per week. Open to all students.

117. Veterinary Techniques I **three hours**

The students will study the care, handling, and restraint of common laboratory animals. Various techniques in surgical nursing, instrument and equipment care, and veterinary anesthesiology will be presented and applied. The pharmacology of common veterinary anesthetics will be covered. Necropsy and tissue sampling techniques will be practiced. This course will be closely correlated with VAT 118: Radiology. Two hours lecture and two hours lab per week. PR: VAT 113, 114; Biology 170.

118. Radiology **two hours**

The students will study and apply the theory of radiology, radiographic techniques, positioning of animals, and hand processing of radiographs. Basic bandaging and external fixation techniques will be studied and applied. This course will be closely correlated with VAT 117: Vet. Tech. I. One-hour lecture and two hours lab per week. PR: VAT 113, 114; Biology 170.

120. Pharmacology for Animal Technicians **two hours**

The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. Drug laws and regulations are reviewed. Two hours lecture per week. PR: VAT 113, 114; Biology 170.

124. Basic Concepts of Biochemistry **one hour**

A survey of the biochemistry of metabolism is covered. One-hour lecture per week. PR: Open to all students.

199. Special Topics in Veterinary Assistant Technology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

215. Large Animal Restraint and Diseases **two hours**

The students will study the care, handling, and diseases of farm animals and practice restraint and medication techniques. The parasites of farm animals will be covered. Interstate regulations and health documents will be reviewed. The common domestic breeds of the cow, horse, pig, sheep, and goat will be studied. Field trips will be included. One-hour lecture and two hours lab per week. PR: VAT 271.

217. Veterinary Techniques II **four hours**

The students will study theory and practice the laboratory techniques for complete blood and urine analysis, vaginal cytology, analyses of transudate and exudate as related to clinical veterinary medicine. Two hours lecture and four hours lab per week. PR: VAT 271.

219. Veterinary Techniques III **two hours**

This course is concurrent and interrelated with VAT 272. It is designed to correlate the academic and applied techniques learned by the AHT. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare a resume to complete the course requirements as well as an in-depth written scientific report. PR: VAT 215, 217, 220.

220. Pathophysiology of Small Animal Diseases **three hours**

The course will cover infectious, hormonal, traumatic, and toxological diseases of the dog and the cat. The body's normal defense systems and its repsonses to pathology will be presented. Three hours lecture per week. PR: VAT 271.

271. Veterinary Preceptorship I **eight hours**

The student spends 8 hours a day, 4 days a week in a veterinary practice for both summer sessions. The student will have the opportunity to function as a member of a veterinary practice. The student will be able to apply techniques learned in the classroom. PR: VAT 117, 118, 120, 124, Biology 205.

272. Veterinary Preceptorship II **12 hours**

The student spends 8 hours a day, 4 days a week in a veterinary practice. The student is expected to function as a full member of a veterinary practice. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom. PR: VAT 215, 217, 220, Biology 219.



Directory

West Virginia Board of Regents

Fairmont State College is a state-supported institution operated under the governance of the West Virginia Board of Regents. The board consists of nine members appointed by the governor and confirmed by the senate. There are also three ex-officio members. The chancellor is the chief executive officer of the board and the chief executive officer of the state system of higher education. The state superintendent of schools is an ex-officio non-voting member.

	Term Expires
John W. Saunders, President, Beckley	1985
Verl W. Snyder, Vice President, Berkeley Springs	1985
William E. Watson, Secretary, Wellsburg	1987
Andrew L. Clark, Bluefield	1985
Kenneth M. Dunn, Charleston	1989
Clark B. Frame, Morgantown	1987
The Reverend Paul J. Gilmore, Charleston	1989
Betsy K. McCreight, Huntington	1987
Faculty Representative (ex-officio)	
Student Representative (ex-officio)	
Roy Truby, State Superintendent of Schools, Charleston (ex-officio)	
Chancellor of the Board of Regents	

Administration and Staff

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Assisrant to the President Lois M. Laughlin, M.A.
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Assistant to Flora R. Petro, M.A.
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AFFIRMATIVE ACTION, *Director of* Lois M. Laughlin, M.A.
ATHLETICS AND HPERS, *Director of* Colin T. Cameron, M.A.
BLACK STUDENTS, *Coordinator of* Carl M. Hunt, Ph.D.
COMMUNITY COLLEGE, *Dean of* Paul E. Edwards, Ph.D.
Clarksburg Center, Director of Blair Montgomery, M.A.
COMPUTER CENTER, *Director of* Edward S. Bock II, M.S.E.E.
Assistant Director of George Tilko, B.S.
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Counselors William Dean Bailey, M.A.
Michael Belmear, M.A.
Michele Casteel, M.A.
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STUDENT CENTER AND BOOKSTORE, *Director of* Stanley Groves, M.A.
STUDENT HEALTH SERVICE, *Director of* James R. Dollison, M.D.
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Academic Divisions

DIVISION OF HEALTH CAREERS, Paul E. Edwards, Ph.D.
- Allied Health Administration
- Emergency Medical Services
- Medical Laboratory Technology
- Medical Record Technology
- Nursing
- Veterinary Assistant Technology

DIVISION OF COMMERCE, Robert B. Bowers, Ed.D.
- Business Administration
- Business Education
- Economics
- Secretarial Studies

DIVISION OF EDUCATION, Harry J. Hadley, Ed.D.
- Elementary Education
- Early Education
- Secondary Education
- Special Education

DIVISION OF FINE ARTS, Leta N. Carson, Ph.D.
- Art
- Music
- Speech Communication
- Theatre

DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION, AND SAFETY, Colin T. Cameron, M.S.

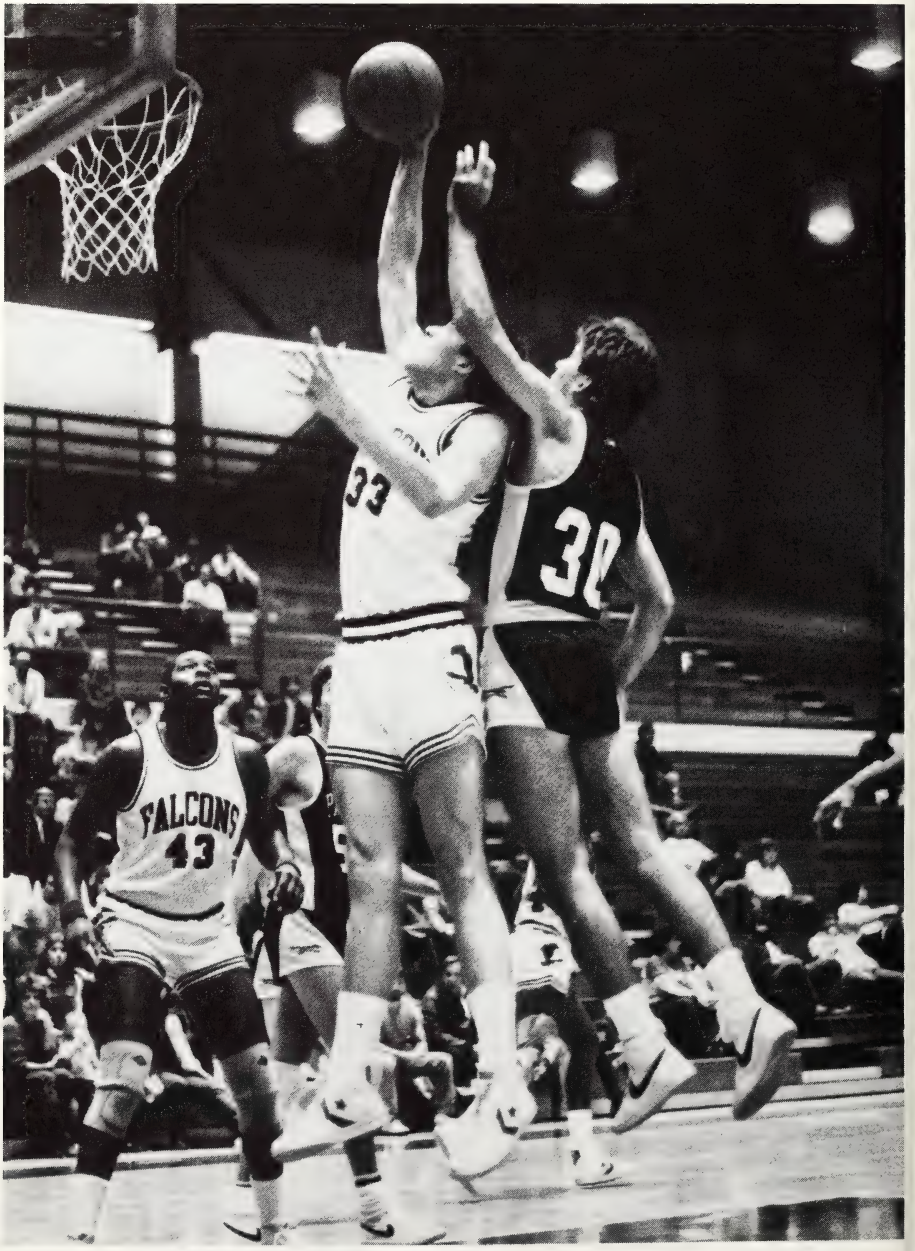
DIVISION OF LANGUAGE AND LITERATURE, Byron Jackson, Ph.D.
- English
- French
- German
- Journalism
- Library Science
- Spanish

DIVISION OF SCIENCE AND MATHEMATICS, William D. Ruoff, Ph.D.
- Biology
- Chemistry
- Geology
- Mathematics
- Physical Science
- Physics

DIVISION OF SOCIAL SCIENCE, Yu San Wang, Ph.D.
- Criminal Justice
- History
- Political Science
- Psychology

Geography
Philosophy
Public Safety
Sociology

DIVISION OF TECHNOLOGY/HOME ECONOMICS, James A. Hales, Ed.D.
Engineering Technology
Home Economics
Technology Education (Industrial Arts)



Faculty

AMOS, RAYMOND E., JR., (1965), *Professor of Biology*; B.S., Fairmont State College; M.S., Ph.D., West Virginia University.

ASHTON, JOHN H., (1970), *Associate Professor of Music*; B.F.A., M.F.A., Carnegie-Mellon University.

BACZA, GERALD L., (1981), *Associate Professor of Technology*; B.S., California State College; M.A., Ed.D., West Virginia University.

BAUER, ROBERT, (1971), *Coordinator, Psychology*; *Professor of Psychology*; A.B., University of South Florida; Ph.D., University of Tennessee.

BENNETT, GARY K., (1980), *Assistant Professor of Commerce*; B.S., Fairmont State College; M.B.A., West Virginia University.

BOCK, EDWARD E., II, (1967), *Director, Computer Center*; *Assistant Professor of Commerce*; B.S.E.E., M.S.E.E., West Virginia University.

BOHNKE, DAVID R., (1974), *Professor of Physical Education*; B.S., Slippery Rock State College; M.A., University of Iowa; Ph.D., Ohio State University.

BOWERS, ROBERT L., (1981), *Chairman and Professor of Commerce*; B.M.E., Virginia Commonwealth University; M.A., Ed.D., University of Kentucky.

BOYLE, DIANA L., (1977), *Assistant Professor of Nursing*; B.S.N., West Virginia University, M.S.N., West Virginia University.

BRAUER, ELAINE, (1981), *Instructor of Medical Record Technology*; B.A., San Jose State University, Sacred Heart Dominican College; M.S., Southern Illinois University.

BROOKS, JAMES D., (1964), *Professor of Art*; B.F.A. M.F.A. University of Iowa.

BROWN, WILLIAM N., (1976), *Professor of Biology*; B.S., M.S., Birmingham-Southern College; Ph.D., University of Georgia.

BUNDY, JOSEPH, (1966), *Professor of Physical Education, Health, & Recreation;* B.S., Fairmont State College; M.S., Ed.D., West Virginia University.

BURNS, RUTH A., (1965), *Assistant Professor of Commerce*; A.B., Fairmont State College; M.A., West Virginia University.

BYERS, GEORGE F., (1971), *Professor of English*; A.A., Vincennes University; A.B., M.A. Ph.D., Indiana University.

BYERS, JUDY P., (1982), *Assistant Professor of English*; B.A., Fairmont State College, M.A., Ed.D., West Virginia University.

CAMERON, COLIN T., (1977), *Director of Athletics and Division of Health, Physical Education, Recreation and Safety*; *Associate Professor of Physical Education*; B.S., Springfield College; M.S., Michigan State University.

CAMERON, ROBERT B., (1972), *Professor of Psychology*; B.S., Lewis and Clark College; M.S., Ph.D., University of Kentucky.

CANNON, GEORGE E., (1962), *Vice President for Student Affairs*; *Associate Professor of Psychology*; A.B., Fairmont State College; M.A., West Virginia University.

CARPENTER, WILLIAM D., (1979), *Coordinator and Associate Professor of Veterinary Assistant Technology*; B.S., Wildl. Mgmt.; B.S., Zoology, D.V.M., Colorado State University.

CARSON, LETA N., (1978), *Chairwoman of Fine Arts and Professor of Music*; B.M., B.M.E., M.M., Texas Christian University; Ph.D., Michigan State University.

CATHER, H. DOTSON, (1976), *Associate Professor of Technology*; B.S.M.E., M.S.M.E., West Virginia University.

CHURCH, SAMUEL M., (1970), *Professor of Psychology*; A.B., M.S., Ph.D., West Virginia University.

CLAYTON, THOMAS E., (1982), *Instructor of Electronic Data Processing*; B.A., M.A., West Virginia University.

CLOVIS, JOHN C., II, (1970), *Associate Professor of Art*; B.S., M.A., M.F.A., West Virginia University.

COFFINDAFFER, DOROTHY B., (1977), *Assistant Professor of Commerce*; B.S., Campbellsville College; M.A., Marshall University.

COLEBANK, CARL A., (1976), *Professor of Education*; B.S., M.S., Ed.D., West Virginia University.

COLEMAN, JAMES E., (1968), *Professor of Chemistry*; B.S., M.S., Louisiana State University; Ph.D., Ohio State University.

CONAWAY, JOHN, (1971), *Assistant Registrar and Director of Admissions; Assistant Professor of Education*; A.B., Fairmont State College; M.A., Ed.D., West Virginia University.

COOPER, DAVID W., (1978), *Instructor of Physical Education*; A.B. Fairmont State College; M.A., West Virginia University.

CORAM, GREGORY J., (1980), *Coordinator of Criminal Justice, Instructor of Criminal Justice*; B.A., Wheeling College; M.S., Indiana State University.

DIVINS, BARBARA, (1981), *Assistant Professor of Education*; B.S., Indiana University of Pennsylvania; M.S., Slippery Rock State; Ed.D., West Virginia University.

DODGE, MARGARET R., (1965), *Assistant Professor of Nursing*; B.S., West Virginia University; M.S., University of Maryland.

DUMIRE, JANE E., (1966), *Coordinator—Journalism and Director of Publications; Assistant Professor of English and Journalism*; B.A., Bethany College; M.S., West Virginia University.

DUNLEVY, JAMES O., (1965-69; 1972), *Associate Professor of Mathematics*; B.A., College of Steubenville; M.A., Arizona State University.

DUNLEVY, PHYLLIS, (1982), *Assistant Professor of Electronic Data Processing*; B.A., Fairmont State College; M.A., Texas Tech University.

DUNN, BILLY G., (1956), *Registrar and Director of Management Information Systems; Professor of Commerce*; B.S., Concord College; M.S., University of Kentucky; Ed.D., West Virginia University.

EDWARDS, PAUL E., (1967), *Dean of the Community College; Professor of History*; B.A., Willamette University; M.A., Ph.D., American University.

FAULK, HARRY R., (1976), *Professor of Music*; B.M., M.M., Eastman School of Music; D.A., Carnegie-Mellon University.

FAYOYIN, MARY J., (1975), *Assistant Cataloger and A-V Librarian; Assistant Professor of Library Science*; B.A., Fairmont State College; M.L.S., University of North Carolina.

FITCH, JOHN R., (1970), *Associate Professor of Sociology*; B.A., M.A., Syracuse University.

FRIEND, MARK, (1977), *Associate Professor of Commerce*; B.S., M.S., West Virginia University.

FRYE, ELIZABETH, (1974), *Professor of Mathematics*; A.A., Potomac State College; B.S., Fairmont State College; M.S., Ed.D., West Virginia University.

FULDA, MICHAEL, (1971), *Professor of Political Science*; M.A., Ph.D., American University.

GATRELL, A. STEVEN, (1970), *Coordinator, History; Professor of History*; B.S., University of Illinois; M.A., Ph.D., West Virginia University.

GILMER, JERIEL M., (1969), *Professor of Music*; B.M., West Virginia University; M.M., Peabody Conservatory of Music; D.M.A., West Virginia University.

GIVENS, RUTH J., (1966), *Assistant Professor of English*; B.A., Fairmont State College; M.A., West Virginia University.

GOODWIN, JAMES C., II, (1971), *Associate Professor of Technology*; B.S.M.E., M.S.M.E., West Virginia University.

GOODWIN, RONALD W., (1978), *Assistant Professor of Commerce*; B.S., Salem College; M.B.A., West Virginia University.

GOULD, MARVIN B., (1968), *Assistant Professor of Commerce*; B.S., M.B.A., West Virginia University.

GRATTAN, ROBERT M., (1970), *Professor of English*; B.A., Duquesne University; M.A., Ph.D., Ohio University.

GRAY, LEE, (1983), *Instructor of Technology*; B.A., B. Arch, Iowa State University; M.A.H., University of Virginia.

GRIMSLEY, BARBARA J., (1965), *Assistant Professor of Nursing Education*; B.S., West Virginia University.

GRISCOM, WILLIAM E., (1976), *Associate Professor of Technology*; B.A., M.A., Glassboro State University; M.A., Ed.D., West Virginia University.

GROCOTT, CARTER, (1979), *Associate Professor of Commerce*; A.B., Bethany College; M.B.A., West Virginia University.

HADLEY, HARRY J., (1969), *Dean of Teacher Education; Chairman and Professor of Education*; B.S., Frostburg State College; M.A. Ed.D., West Virginia University.

HAINES, BILLY L., (1966), *Professor of History*; B.A., M.A., Ph.D., West Virginia University.

HALES, JAMES A., (1964), *Chairman and Director, Division of Technology*; Professor of Technology; B.S., M.A., Kent State University; Ed.D., West Virginia University.

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Tharp, Beverly, ART
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Valley Community Mental Health Center, Morgantown
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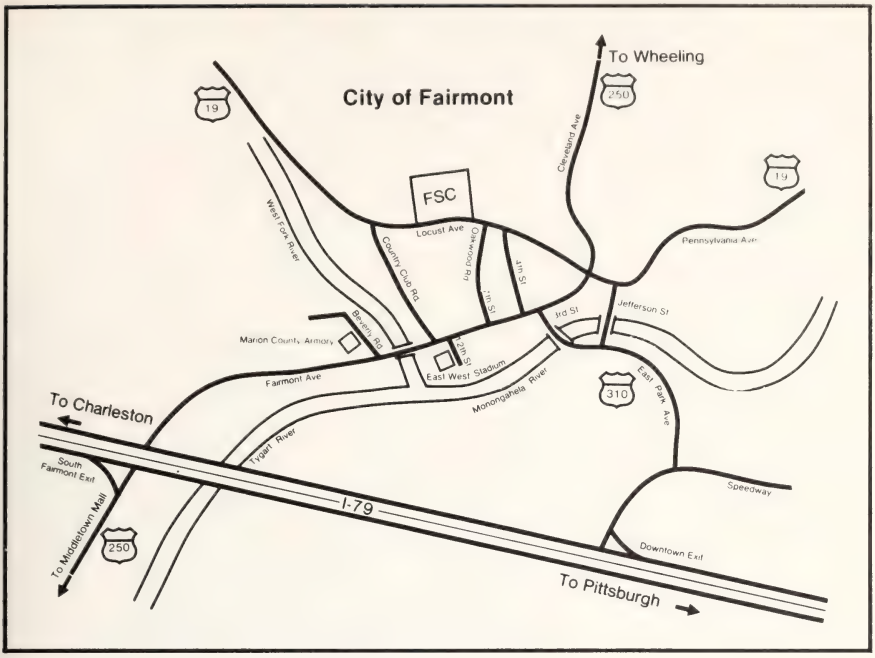
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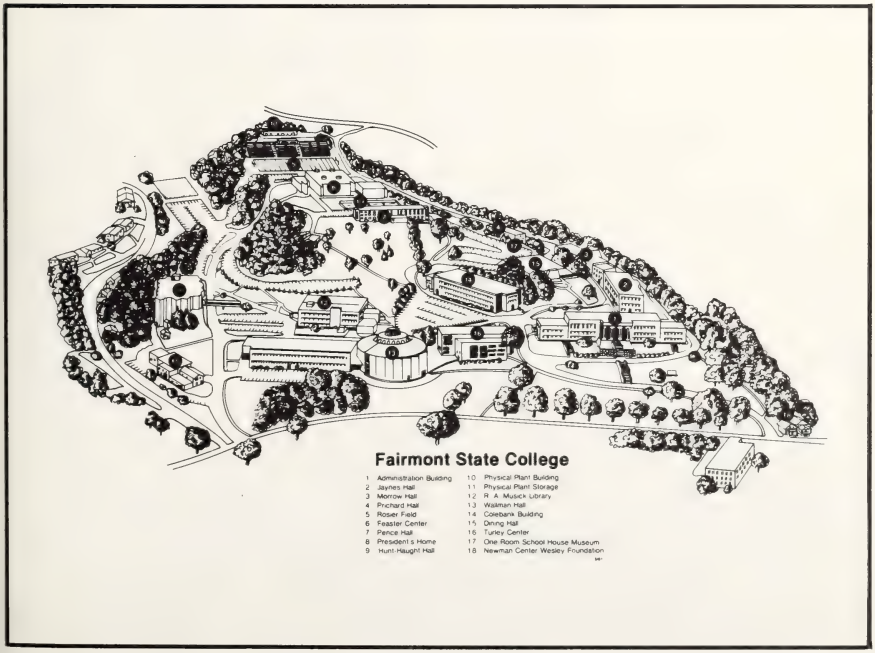






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FAIRMONT STATE COLLEGE

CATALOG SUPPLEMENT

Fall 1984

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CORRESPONDENCE DIRECTORY

The Post Office address of the College is:

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000

Correspondence should be addressed as indicated belo

Admissions For everything concerned with the admission of students, including requests for the College Catalog and other publications, academic credit, and information about fees	Registrar and Director of Admissions
Administrative and General College Policy	President
The Faculty, Curricula, Instruction, Summer Sessions	Vice President fo Academic Affairs
College Fees	Vice President fo Finance and Faci ties
Community College and Continuing Education	Dean of the Community Colleg
Coordinator for Handicapped	Student Affairs
Guidance and Counseling	Student Affairs
Housing	Student Affairs
Publicity, Alumni Activities	Coordinator of Public Relations
Scholarships, Loan Information and Student Employment	Student Affairs

SUPPLEMENT TO THE FAIRMONT STATE COLLEGE
1984-86 CATALOG

The following revisions, additions, and deletions should be considered as an integral part of the 1984-1986 Catalog.

VISITORS

Visitors are always welcome at Fairmont State College. An informal tour of the campus may be obtained for those persons, especially for classes of high school students, who notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in the Administration Building.

POLICY ON EQUAL OPPORTUNITY

Fairmont State College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.

PROBATION-SUSPENSION POLICIES

Warning Letters

All students whose cumulative average falls below 2.0 and who are neither on probation nor suspended will be sent a warning letter indicating unsatisfactory academic progress. The letter will include probation and suspension policies, an explanation of the method of computing the semester grade point average, and a recommendation that the adviser be contacted.

Academic Probation

1. Students whose cumulative records indicate a quality point deficit of ten or more will be placed on probation. Students on probation may take a full course load.

2. Students who are not suspended will be removed from probation only after they remove the quality point deficiency and achieve an overall grade point average of 2.0 or better.

Academic Suspension

1. The suspension list will be compiled at the conclusion of the fall and spring semesters.

2. Students will be suspended at the end of the semester in which they have accumulated a quality point deficit of 20 or more and a semester grade point average below 2.0.

3. Students must be placed on probation for one semester before they are subject to suspension.

4. Suspension is for one semester. Students suspended at the conclusion of the fall semester will be eligible to return as full-time students the first semester of summer school. Students suspended at the conclusion of the spring semester will be eligible to return as full-time students the spring semester of the next academic year.

5. No classes may be taken while a student is on suspension.

6. Readmitted students or transfer students admitted on probation may continue as long as they incur no additional quality point deficit.

7. Three academic suspensions from any institution(s) of higher education are final.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this college. The written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the following term. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Assistant to the Vice President for Academic Affairs or the Chairperson of the Admissions and Credits Committee.

PROGRAM TERMINATION

The following programs have been terminated by the Board of Regents effective fall 1984:

Division of Fine Arts

Radio/TV Communication, Bachelor of Arts and Bachelor of Science Minor and Associate in Applied Science, page 149.

Division of Social Science

Social Work, Bachelor of Science, page 95.

Social Service Technology, Bachelor of Arts and Bachelor or Science Minor and Associate in Applied Science, page 154.

FEDERAL FINANCIAL AID

Satisfactory Academic Progress For Financial Aid Eligibility

Revised January 1, 1984

I. Federal aids affected by the policies below include: Pell Grant (Basic Education Opportunity Grant), Supplemental Education Opportunity Grant, College Work-Study Program, Federal Nursing Scholarship, National Direct Student Loans, Nursing Student Loans, Guaranteed Student Loans, Parent (PLUS) Loans, and the State Student Incentive Grant Program (West Virginia and other state grants).

II. When a student is placed on academic probation in December or May, or it is noted that overall hours completed are less than 75% of overall hours attempted, (s)he shall be placed on financial aid probation for the subsequent term and notified that, if by the end of the subsequent term the probationary status or hours completed status is still in effect, federal aids as defined above shall be terminated. Eligibility for such aid shall commence the semester the student ceases to be on academic probation and has completed 75% of overall hours attempted as monies are available.

I. All degree candidates shall have a maximum time frame to complete their degrees.

A. Full-time Students

1. Bachelor Degree - Full-time students enrolled in a Bachelor Degree program will have 6 years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	22
4	22
5	22
6	22

2. Associate Degree - Full-time students enrolled in an Associate Degree program will have 3 years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	24

3. One Year Certificate - Full-time students enrolled in one-year certificate programs will have 2 years to complete this degree. They must successfully complete a minimum number of hours each year.

YEAR	NO. OF HOURS
1	18
2	22

B. Part-time - Students who attend on less than a full-time basis, but on at least a half-time basis, may apply to the Director of Financial Aid for an extension of their eligibility for one semester for each semester that they enrolled for less than full-time. Maximum eligibility of 12 years (24 semesters) for the Bachelor Degree, 6 years (12 semesters) for the Associate Degree, and 3 years (6 semesters) for a certificate. Part-time students must successfully complete 75% of the hours they attempt.

C. Students should be aware that a change from Certificate, Associate, and Bachelor Degree Programs to any of the other two programs, can increase or decrease the number of semesters of eligibility for financial aid.

IV. Summer school - Summer enrollment may affect the future status of aid eligibilty in regard to hours completed against overall hours attempted and in regard to grades earned. If a student has lost aid due to unsatisfactory progress, the summer enrollment may be used to help render the student eligible for aid in succeeding semesters as monies are available. Hours attempted in the summer terms will be counted toward required progress as defined in III. A. 1, 2, and 3 or III. B.

V. Federal Financial Aid recipients must be enrolled in degree granting programs. Exception: Students who only receive a Guaranteed Student Loan or a PLUS loan do not have to

enroll in a degree granting or certificate program, but they will be subject to the same maximum time frames as the associate degree student. The purpose is to discourage substantial indebtedness for those students without an educational objective or goal.

VI. FIRST TIME AID APPLICANTS, PLEASE NOTE: Students who have been enrolled at Fairmont for 1 or more semesters before applying for and/or receiving federal financial aid must meet all satisfactory progress requirements before aid will be disbursed. The chart below will help such students to determine whether or not they are meeting the requirement.

A. Bachelor Degree - Full-time

No. of Semesters Enrolled	Cumulative No. of Hours
1	9
2	18
3	29
4	40
5	51
6	62
7	73
8	84
9	95
10	106
11	117

B. Associate Degree - Full-time

1	9
2	18
3	29
4	40
5	51

C. One-Year Certificate - Full-time

No. of Semesters Enrolled	Cumulative No. of Hours
1	9
2	18
3	29
4	40

D. Part-time: Returning part-time students who have never had aid will need to have successfully completed 75% of the total hours they have attempted before they are eligible to receive aid. One-Year Certificate students who have already been enrolled for 4 semesters, Associate Degree students who have already been enrolled for 6 semesters, and Bachelor Degree students who have already been enrolled 12 semesters will need to apply for an extension as described in I.B.

VII. The Registrar does not consider an "incomplete" or a "withdrawal" as hours attempted. The Financial Aid Office does consider these two grades as hours attempted since they were utilized to determine a student's semester enrollment and payment status, i.e. full-time or part-time status. In addition, the Financial Aid Office does not consider these two grades or the grade of "F" as successfully completing the course, when hours completed are calculated.

VIII. At the conclusion of any semester in which a student does not fulfill any of the above satisfactory progress requirements (s)he will receive a letter informing her/him that if at the conclusion of the next semester satisfactory progress requirements are not met, aid shall be

terminated. Eligibility for federal aid shall commence the semester in which a student does meet all satisfactory progress requirement.

SPECIAL NOTICE:

Students eligible to receive federal aid during the 1983-84 academic year will be monitored for the 1984-1985 academic year by the present progress policy (the policy statement is printed in the Student Handbook). For subsequent years, the above stated policies shall be enforced.

Students who for the first time become eligible for federal aid for the 1984-85 academic year (transfers, freshmen, and current students who for the first time are eligible) shall be monitored by the above-stated policies.

IX. Mitigating Circumstances:

A. The time frame students have to complete a one, two, or four-year program is considered to be adequate and fair under the progress system. Thus, an appeal for additional time because of changing major or degrees is not likely to be granted, but it may be made to the Financial Aid Committee.

B. If students have utilized their maximum number of semesters, but still have borrowing eligibility under the Guaranteed Student Loan Program, they may continue to borrow under that program by appealing to the Financial Aid Committee.

X. Appeals:

Students who fail to meet any of the academic progress requirements may appeal to the Financial Aid Committee for reinstatement of financial aid. The major reason for appeal will be personal illness or the serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, legal guardian). Students may submit appeals based upon other circumstances, but in all cases they must do so in writing providing as much documentation as possible. Students have ten (10) working days from the date of written notification to submit their written appeal to the Financial Aid Office. Within a reasonable time frame, the Financial Aid Committee will meet to consider the written appeal and provide a written decision to those who have appealed.

FINANCIAL AID REFUND/REPAYMENT POLICY

Revised May, 1984

The College catalogue states that a student who officially withdraws from the college may arrange for a tuition refund according to the following schedule:

FALL OR SPRING SEMESTER:

During first and second weeks (beginning with Registration Day)	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	0%

SUMMER SEMESTER:

Registration Day through the first three day of classes 90%

Fourth through the sixth day of classes 70%

Seventh through the ninth day of classes 50%

Beginning with the tenth day of classes ... 0%

Since financial aid is expected to meet or help meet educational costs, any tuition and fee refund, up to the amount of financial aid received for that semester or summer session, shall be repaid to the financial aid program(s) from which the student received assistance.

The procedure of repayment is as follows:

I. Amount of refund less outstanding debt to the College (emergency loan, room, board, etc.) shall equal the net refund.

II. Calculation of repayment to Title IV programs (NDSL, SEOG, PELL, and GSL) shall be made in accordance with the formula published in the Federal Register, Wednesday, December 31, 1980, Section 668.21.

FORMULA:

$$\text{Net Refund} \times \frac{\text{Total Title IV Aid (less work earnings)}}{\text{Total Aid (less work Earnings)}} = \text{Repayment}$$

III. The Repayment shall be made to the following aid program(s) in an amount equal to each program's proportion of the student's total aid. Aid programs include PELL Grant, NDSL, SEOG, GSL, State grant, and private grant or scholarship if conditions require repayment.

MILITARY SCIENCE (ROTC)

Fairmont State College offers qualified applicants two- and four-year courses of instruction in Military Science (Army ROTC). Normally, successful completion of one of these courses and degree requirements leads to a commission as a second lieutenant in the U. S. Army, Army Reserve, or Army National Guard.

Equivalent credit for part or all the four basic semesters of ROTC may be granted in accordance with existing military service regulations. This credit will be awarded on the bases of prior active military service, high school ROTC, military school (Army ROTC at high school level), attendance at service academies, junior college senior division Army ROTC, or Civil Air Patrol training.

Military Science (ROTC)

The military science program at Fairmont State Colleg is designed to provide a reserve corps of scholars, citizens, and soldiers; graduates qualified in leader ship and management skills and prepared for public service; and men and women trained to assume responsi ble positions as commissioned officers in the active army, army reserve, or national guard, as well as business, government, and industry.

Whether or not the student elects to take only two years of the program while at the College, for which

there is no service obligation, or to remain for the full four-year program to become an officer, he/she is better prepared to make a meaningful contribution in the preservation of American ideals and national security. There are no uniform or haircut requirements for Army ROTC basic course cadets.

Scholarship Program

Competitive scholarships are available for one, two, three, and four years. The government will pay for tuition, fees, and an allowance for textbooks. Additionally, the scholarship student receives $100 per month, tax free, duirng the academic year as a subsistence allowance. Candidates for the one-year scholarship must be enrolled in military science. Candidates for the two- and three-year scholarships do not have to be enrolled in military science, but must be qualified to enroll. Additional scholarships are available for nursing students and enlisted members of the U. S. Army Reserve or U. S. Army National Guard. Four-year scholarship competition is for high school students who may contact their counselors or the Professor of Military Science, Stansbury Hall, West Virignia University, Morgantown, WV 26506.

United States Military Academy, West Point

Outstanding Army ROTC students may be recommended by the professor of military science for ROTC nomination to the United States Military Academy at West Point. The student must meet all academy entrance requirements in order to be eligible for nomination.

Basic Course (Freshman and Sophomores Only)

The basic course of instruction is designed for freshman and sophomore students who desire to investigate the possibilities of future government service without committing themselves to a military service

obligation. The basic course class may be added or dropped as any other courses in the College. Credits earned in ROTC count toward lower-level academic requirements. Additionally, the student gains a social awareness and develops personal values important in civilian life. Uniforms are not required in the basi course.

Leadership Laboratory

Leadership training for freshman and sophomore students is designed to be challenging and adventurous. It provides opportunity for students to participate in action-oriented activities which develop self-confidence and self-discipline while encouraging the emerging leader. Rappelling, crosscountry skiing, land navigation, and orientation visits to U. S. Army installations are some of the student's choices for participation.

Leadership instruction for juniors and seniors is applied by the student in a working laboratory environment. Emphasis is placed on small-unit tactics, drill and ceremonies, physical training, rifle familiarization, and preparation for Advanced Summer Camp.

Two-Year Program (Sophomore and Transfer Students)

Selected students who apply will be enrolled in a tw year program that leads to an Army commission. The two-year student will attend a six-week Basic ROTC Camp. Upon successful completion of this requiremen the student may enter the Advanced ROTC Program and complete the requirements for an officer commission during the two remaining years in school. Transfer students desiring to enter this program should contact the Professor of Military Science, Stansbury Hall, West Virginia University, Morgantown, WV 2655 before March 31 when planning on entering the Colleg in the fall. FSC sophomores considering participati

should contact the Army ROTC office early in the second semester.

Veterans Program

Qualified veterans with six months or more of active military service who are FSC students may receive college credits for the first two years of Army ROTC. They immediately enter the advanced course and the subsistence allowance of $100 per month does not affect the benefits they receive under the GI Bill.

Advanced Course (Juniors-Seniors-Veterans)

Selected students may participate in Advanced ROTC. It is required of all students who have an ROTC scholarship. Successful completion of the advanced course means earning a reserve commission as a second lieutenant in one of the fifteen branches of the Army which require over 300 occupational skills.

Advanced Course Allowances

Advanced course students without an ROTC scholarship are given the same subsistence allowance as scholarship students. This allowance provides the student with $100 per month during the academic year.

MORTUARY SCIENCE

Fairmont State College does not offer a program in Mortuary Science; however, credit hours from this college are occasionally used by students to meet certain requirements of institutions that offer a Mortuary Science program. Consequently, any student who intends to pursue such a program at another school should become familiar with its school's requirements to ensure that courses taken at Fairmont State College will be accepted.

DELETED COURSES OF INSTRUCTION

Division of Health Careers

Nursing 104, Introduction of Pharmacology one hour

NEW COURSES OF INSTRUCTION

Division of Health Careers

Allied Health

106 Introduction to Pharmacology two hours

This couse is designed to introduce the student to basic concepts of classification, action and implications related to the administration of medications. This course is required for nursing students.
PR: Admission to the nursing program or consent.

PRE-REQUISITE CHANGES

Division of Commerce

Accounting 404, page 157 - Pre-requisites changed from 201, 202 to 301, 302.

Division of Health Careers

Nursing, page 146 - Add Allied Health 106 to requirements for enrollment in second year of nursing.

Nursing 103, page 211 - Add Allied Health 106 to prerequisites.

Division of Fine Arts

Music Minor, pages 60-61 — 26 sem. hrs.

I.	Music Theory:		8
	Music 109 & 110, Theory Comprehensive (Music 108, Beginning Theory, may be recommended as elective)		
II.	Appreciation:		3
	Music 206, Music Appreciation for Majors		
II.	Conducting:		2
	Music 245, Fundamentals of Conducting		
IV.	Participation:		4
	Music 167, 169, 172, 173 (Collegiates Band, Orchestra, & Chorus)		
V.	Applied Music:		9
	*Music 105 or 107, Piano (Minimum four hours, proficiency exam)	4	
	**Music 139, Class Voice	1	
	(Music 103, 107, 141, 177-197, All four hours in same course number)	4	

*Music minors with a piano emphasis may substitute four hours credit in music elective.

*Music minors with a vocal emphasis may substitute one hour credit in a music elective.

TECHNOLOGY/HOME ECONOMICS

B. A. Education

I.A. Technology - Comprehensive 7-12 48-54 sem. hr

Required Courses

TEC 100	Technology and Society
MAT 100	Materials and Processes
ELE 100	Circuit Analysis I
CIV 100	Wood Technology
DRF 100	Engineering Graphics
GCT 100	Graphic Communication Processes
TEC 202	Transportation I
TEC 301	Communication
TEC 302	Production II
TEC 303	Transportation II
TEC 450	Multiple Activities
TEC 431	Methods and Materials for Teaching Industrial Arts

Specializations (Select Two)

Graphic Arts 12 sem. hr

GCT 200	Image Assembly I
GCT 210	Image Transfer Mechanisms I
GCT 230	Layout and Design I
GCT 240	Grpahic Arts Photography

Woods 9 sem. hr

CIV 205	Furniture Construction & Design
CIV 215	Wood Finishing
CIV 225	Cabinet Construction & Design
CIV 235	Advanced Woods

Power		12 sem. hrs.
MEC 105	Engine Theory	4
MEC 205	Carbureators & Ignition Theory	4
MEC 115	Power Transfer Theory	4
or		
MEC 215	Hydraulics & Suspension Systems	4
Drafting/Design		11 sem. hrs.
DRF 215	Architectural Drafting	4
DRF 235	Technical Drafting	3
DRF 255	Tool Design	4
Construction		15 sem. hrs.
CIV 210	Light Construction	4
CIV 200	Surveying I	4
CIV 220	Construction Materials & Methods	3
MEC 200	Strength of Materials	4
Electronics		11 sem. hrs.
ELE 210	Circuit Analysis II	2
ELE 220	Linear Electronics	3
ELE 230	Digital Electronics	3
ELE 250	AC-DC Machinery & Controls	3
Metals		11 sem. hrs.
WND 200	Welding	4
WND 210	Machine Shop	3
WND 240	Manufacturing Processes	4
or		
WND 230	Advanced Welding	3
.A. Technology - General Shop 7-12		39 sem. hrs.
TEC 100	Technology and Society	2
MAT 100	Materials and Processes	3

ELE 100	Circuit Analysis I	3
CIV 100	Wood Technology	3
DRF 100	Engineering Graphics	3
GCT 100	Graphic Communication Processes	3
TEC 202	Transportation I	4
TEC 301	Communication	4
TEC 302	Production II	4
TEC 303	Transportation II	4
TEC 450	Multiple Activities	4
TEC 431	Methods and Materials for Teaching Industrial Arts	2

I.A. Technology - General Shop 4-8 — 28 sem. hrs.

GCT 100	Graphic Communication Processes	3
CIV 100	Wood Technology	3
TEC 202	Transportation I	4
TEC 301	Communications	4
TEC 302	Production II	4
TEC 303	Transportation II	4
TEC 450	Multiple Activities	4
TEC 100	Technology and Society	2

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Fairmont State College
Fairmont, West Virginia 26554



Fairmont State College
Catalog Supplement
1984-86

1984-86

FAIRMONT STATE COLLEGE

CATALOG SUPPLEMENT

Fall 1985

CORRESPONDENCE DIRECTORY

The Post Office address of the College is:

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000

Correspondnce should be addressed as indicated below:

Admissions For everything concerned with the admission of students, including requests for the College Catalog and other publications, academic credit, and information about fees	Registrar and Director of Admissions
Administrative and General College Policy	President
The Faculty, Curricula, Instruction, Summer Sessions	Vice President for Academic Affairs
College Fees	Vice President for Finance and Facilities
Community College and Continuing Education	Dean of the Community College
Coordinator for Handicapped	Student Affairs
Guidance and Counseling	Student Affairs
Housing	Student Affairs
Publicity, Alumni Activities	Coordinator of Public Relations
Scholarships, Loan Information and Student Employment	Student Affairs

SUPPLEMENT TO THE FAIRMONT STAE COLLEGE
1984-86 CATALOG

The following revisions, additions, and deletions should be considered as an integral part of the 1984-1986 Catalog.

VISITORS

Visitors are always welcome at Fairmont State College. An informal tour of the campus may be obtained for those persons, especially for classes of high school students, who notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in the Administration Building.

POLICY ON EQUAL OPPORTUNITY

Fairmont State College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basi of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.

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Academic Credit for Military Science, page 15

The following policy was revised to conform with the new American Council on Education Guide to Military Credit: Students who have completed basic training in military service may be granted a maximum of four semester hours credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing, pages 15, 16

The following statement was written to reflect a policy change in the awarding of French credit and a catalog printing error. Item No. 2 on page 16 has been deleted; the last paragraph of the following statement should have appeared on page 16.

Based on high school record and performance on the ACT, the Registrar will determine eligibility for advanced standing and credit in English and foreign languages as follows:

English - Students may receive three hours of college credit in English 104 and may enroll in Engli 108 if they present four units of high school English with no semester grade of less than B and standard score of 22 or higher on the English part of the ACT.

Foreign Language - Students who present one or mor units of high school French, German or Spanish may enroll in French 102, German 102 or Spanish 102. Students who present two or more units of high

school French, German or Spanish may enroll in French 201, German 201 or Spanish 201.

French, German or Spanish minor - Students electing a minor in French, German or Spanish may satisfy the elementary level requirement, French 101 and 102, German 101 and 102 or Spanish 101 and 102, by presenting two or more units of high school French, German or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the minor.

Students may be granted advanced standing credit for any number of the mathematic courses numbered 115, 116, 315 by earning at Fairmont State College a grade of C or better in a high numbered course from the sequence 116, 315, 316.

Tuition and Fee Changes

The following listing reflects changes made in the various fees. Consult pages 21 through 23 of the College Catalog.

Enrollment Fees Per Semester

On Campus

	W. Va. Resident	Non-Resident
12 hours (or more)(full-time students)	$420.00	$1,150.00
11 hours	398.00	1,068.00
10 hours	373.00	982.00
9 hours	347.00	896.00
8 hours	322.00	809.00
7 hours	297.00	723.00
6 hours	176.00	541.00
5 hours	150.00	455.00
4 hours	125.00	369.00
3 hours	100.00	282.00
2 hours	75.00	196.00
1 hour	49.00	110.00

All freshmen must pay $1.50 Freshman Orientation Fee-August term only. All new students--freshmen or transfers--must pay $4.00 Service Charge to set up schedule. Students are entitled to activities and athletic functions if enrolled for 7 hours or more.

Fee Identification

Tuition (BOR Capitol Fund)	$100.00	$ 350.00
Faculty Improvement Fee	15.00	50.00
Registration Fee (BOR Capitol Fund)	50.00	250.00
Higher Ed. Resources (Operating Fund)	135.00	380.00
Athletic Fee	35.00	35.00

	W. Va. Resident	Non-Resident
Student Union Fee	$ 26.00	$ 26.00
Student Activity Fee*	59.00	59.00
Total	$420.00	$1,150.00

*Supports Student Government, Student Publications, I.D. Cards, Testing, Student Programs, Masquers and Forensics, Band, Choral, Intramurals, Debate, and Student Center Activities; this also includes health and safety fees.

Off-Campus

Total hours must be taken off-campus to qualify for off-campus fees. If a class is taken on-campus, then all hours will be charged at the on-campus rate.

	W. Va. Resident	Non-Resident
12 hours (or more, full time students)	$300.00	$1,030.00
11 hours	278.00	948.00
10 hours	253.00	862.00
9 hours	227.00	776.00
8 hours	202.00	689.00
7 hours	177.00	603.00
6 hours	152.00	517.00
5 hours	126.00	431.00
4 hours	101.00	345.00
3 hours	76.00	258.00
2 hours	51.00	172.00
1 hour	25.00	86.00

Cost of Each Summer Session

12 hours or more	$349.00	$1,079.00
11 hours	327.00	997.00
10 hours	302.00	911.00
9 hours	276.00	825.00
8 hours	251.00	738.00

	W. Va. Resident	Non-Resident
7 hours	$226.00	$ 652.00
6 hours	188.00	553.00
5 hours	162.00	467.00
4 hours	137.00	381.00
3 hours	112.00	294.00
2 hours	87.00	208.00
1 hour	61.00	122.00

Residence Hall Expenses Per Semester

Rent:
Morrow, Prichard, Pence Halls $520.00 plus tax

Food Service:
All residents of Morrow, Prichard, and Pence Halls are required to purchase a meal ticket for use in the College Dining Hall $630.00

Board (20 meal plan) one-half semester--Off-Campus Residents Only $315.00

COURSE CREDIT HOUR CHANGES

Division of Technology/Home Economics

Architecture

Change Arc 250 Design II from three to four credit hours.

Change A.S. Architecture Program hours from 67 to 68 credit hours.

Safety

Change Safety 300 from two to three credit hours.

Change B.S. Safety Program from 128 to 129 credit hours.

Home Economics

Change Home Economics 102, Advanced Clothing Construction from three to two credit hours.

COURSE TITLE CHANGES

Division of Commerce

Business

Change Business 370 from Risk Management/Introduction to Insurance to Principles of Insurance.

Division of Fine Arts

Music

Change Music 277 and Music 477 from Advanced Vocal Ensemble I-IV to Chamber Choir I-IV.

Division of Social Science

History

Change History 316 from The Federal-National Period to The Early Republic.

Change History 330 from Early Modern Europe to Renaissance and Reformation.

Political Science

Change 105 from Military Science Part I* to 105 Military Science I Part A.*

Change 106 from Military Science Part II* to 106 Military Science I Part B.*

Change 107 from Military Science Part III* to 107 Military Science II Part A.*

Change 108 from Military Science Part IV* to 108 Military Science II Part B.*

Change 211 from Military Science Part V* to 211 Military Science III Part A.*

Change 212 from Military Science Part VI* to 212 Military Science III Part B.*

Change 213 from Military Science Part VII* to 213 Military Science IV Part A.*

Change 214 from Military Science Part VIII* to 214 Military Science IV Part B.*

*Military Science courses are counted in total graduation hours but not in Social Science major and minor fields.

NEW COURSES OF INSTRUCTION

Division of Commerce

Business

399 Special Topics in Business one-six hours

Advanced studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree programs.

Division of Social Science

Criminal Justice

340 Laws of Arrest, Search & Seizure three hours

The course is designed to instruct the student in the principles of arrest, search and seizure. This will be undertaken by acquiring knowledge in case law and statutory law. PR: 100

350 Group Techniques three hours

The course is designed to instruct the student in the principles of group interactions. This information will directly apply to groups within a prison population with specific information regarding a variety of criminal personalities. PR: 212

360 Community-Based Corrections three hours

This course is designed to instruct the student in the study of diversion, pretrial release programs,

probation, restitution, community service programs, temporary release programs, halfway houses and parole. There will be emphasis placed upon special problems and needs of females, juveniles and drug-and-alcohol-abusing offenders. The preparation of the pre-sentence investigation report will also be covered. PR: 206

365 Licit and Illicit Drugs three hours

This course is designed to instruct the student in the understanding of street drugs and their effects on the individual. The student will also be instructed in the specialized techniques in the drug investigation as well as the legislation that applies directly to the defenses. PR: 100

Division of Technology/Home Economics

Home Economics

115 Introduction to Fashion Merchandising three hours

An overview of the fashion industry, past and present, with emphasis on career opportunities; the impact of fashion on world economy; and the fashion market system from manufacture to consumer will be covered in this course.

116 Fashion Illustration three hours

Creative fashion design and figure drawing will be covered. The study of historical costume, color rendering techniques and the principles of design will provide inspiration and appreciation of well designed contemporary fashions.

217 Fashion Retailing and Merchandising — three hours

An examination of the fashion business at the retail and wholesale levels, including shopping psychology, store layout and marketing strategies will be studied. Current issues in the fashion industry will also be studied, using field trips and guest lecturers to supplement classroom discussion. PR: 115

218 Retail Work Experience Practicum — four hours

In this course, the student will receive on-the-job experience at a fashion merchandising establishment. The student will be required to work 120 hours and meet for class one hour per week. Classroom activities will include lectures and projects. PR: 217

221 Food Service Equipment — two hours

Emphasis is on food service equipment selection and layout in relation to production and work flow. Specifications, energy sources, use and care of food service equipment will be included in the course.

PRE-REQUISITE CHANGES

Division of Language and Literature

Library Science

Change 304 Organization and Administration pre-requisites from LS 120 to LS 120, 200, 210, 302

Division of Mathematics and Science

Mathematics

Change 323 Mathematics for Elementary Teachers III pre-requisite from 110 to 210 or concurrent registration with 210 with consent of the Math 323 instructor.

Division of Social Science

Political Science

Change 214 Military Science pre-requisite from 211, 212, 311 to 211, 212, 213

REVISED COURSE DESCRIPTIONS

Division of Commerce

Business

141 Business Mathematics three hours

This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course content is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. Special emphasis will be directed to a review of basic arithmetic skills and procedures; these basic procedures will be applied to routine business computational problems. This course is not open to students with previous credit in Math; it does not meet General Requirements for Math; it is not open to students with credit for Math 205 unless fulfilling requirements for a B.A. in Business Education; and, it does not meet the requirements for a Business elective, except where it is specifically included in the curriculum.

Division of Health Careers

Emergency Medical Service

198 Advanced Emergency Care eight hours

This course provides training in advanced life suppor aspects of emergency pre-hospital care. After certification as a National Registry Emergency Medical Technician, students will gain basic knowledge and skill maintenance of the following procedures: Assessment, Intravenous Therapy, Administration of Resuscitative Drugs, Airway Management, Recognition o

Dysrhythmias, Procedure for Defibrillation and Application of Medical Anti-Shock Trousers (MAST). The class meets two four-hour sessions per week and it must be taken concurrently with EMS 201 and EMS 105. PR: EMS 101 (must hold current certification as a Nationally Registered Emergency Medical Technician), EMS 102, and consent of instructor.

201 EMS Practicum four hours

This course provides practice and development of proficiency in the skills learned in EMS 198. During this course, students will access hospital clinical experience and in-field pre-hospital care training. PR: Consent of instructor.

Nursing

101 Fundamentals of Nursing seven hours

This course is designed to introduce the beginning student to the nursing process and to its application to clinical practice. The lecture portion presents those concepts basic to the practice of nursing. The laboratory experiences involve the student in the application of skills related to basic needs and life processes. PR: Admission to the nursing program. Taken concurrently with Biology 170, Home Economics 110, and Allied Health 106. (4 hours class, 6 hours lab)

103 Medical-Surgical Nursing ten hours

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process to assist individuals in attaining health. Emphasis is placed on the following life processes: adaptation, metabolism, elimination and oxygenation. The life processes of sexuality, psychosocial environment, and life span concepts are

considered as they apply throughout the course. Selected laboratory experiences in caring for hospitalized patients will enable the student to develop an understanding and to acquire skills related to the content being studied. The student is expected to integrate and use knowledge and skills acquired in prerequisite courses. (4 hours class, 10 hours lab) PR: 101, Home Economics 110, Biology 170, Allied Health 106, Biology 205 concurrently.

202 Medical-Surgical Nursing ten hours

This course is a continuation of NSG 203 emphasizing the following life processes: Oxygenation (Cardiovascular), Sensori-Motor and Sexuality. The other life processes are considered as they apply throughout the course. Selected laboratory experience will include care of hospitalized adults and those in other community agencies. (4 hours class, 10 hours lab) PR: 203, and overall "C" average in nursing classes.

203 Psychiatric Nursing six hours

This course is a study of the concepts of mental health and common problems of mental illness. Selected laboratory experiences enable the student to use the nursing process to meet the needs of hospitalized patients having a functional disorder. This course stresses self awareness, improving therapeutic communication skills, and establishing interpersonal relationships. Topics also include common maladaptive behavioral patterns, current therapies and community mental health resources. The life processes and adaption, psychosocial environment, sexuality, and life span concepts are addressed as they apply throughout the course. This is a 5-week course offered in the summer. (9 hours class, 12 hours lab) PR: 103, Psychology 101

204 Trends in Nursing two hours

Trends in Nursing is a course designed to promote an understanding of the major trends and problems affecting nursing: historical, political, social, economic, legal, educational, professional and personal. Current issues and career opportunities also will be discussed. Emphasis will be placed on Legal Rights and Responsibilities and Leadership Development. PR: 203

205 Maternity Nursing five hours

Maternity nursing is an introduction to the physiological, psychological, and social changes related to the nursing process as it affects both the childbearing mother and the family unit. Emphasis is placed on the normal life processes and compared to the abnormal. Antepartal and postpartal experiences include observation in local clinics. Experiences in labor and delivery, immediate postpartal and neonatal care is provided in a hospital setting. Eight weeks. (4 hours class, 10 hours lab) PR: 202

206 Nursing of Children five hours

This course is designed to help the student gain an awareness of the sequence of normal growth and development during the life processes of childhood. Health problems, disorders, and illnesses of children in each stage of development from infancy through adolescence are considered. A family centered approach to child care, utilizing the nursing process, is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. (4 hours class, 10 hours lab) PR: 202

Division of Social Science

History

343 Urban History three hours

The emergence of cities in the Old World and their subsequent development; an analysis of American urbanization from the colonial period to the present.

NEW PROGRAM

Division of Technology

ashion Merchandising

ashion Merchandising is a new two-year associate egree program designed to train competent department anagers or fashion coordinators for department tores, fashion boutiques or small retail firms, as ell as for ownership of independent fashion shops. his program would provide background to pursue a umber of fashion industry careers.

ssociate in Applied Science

equired Courses			68 sem. hrs.
ccounting	201	Principles of Accounting I ...	3
nglish	104	Written English	3
	109	Technical Report Writing	3
ome Economics	101	Clothing Construction	3
	102	Adv. Clothing Construction ...	2
	103	Clothing Selection	2
	115	Intro. to Fashion Merch.	3
	116	Fashion Illustration	3
	210	Textiles	3
	217	Fashion Retailing & Merch. ...	3
	218	Retail Work Experience Pract.	4
	251	Applied Design	2
	312	Consumer Education	3
ournalism	270	Communication in Society	2
arketing	205	Salesmanship	3
	304	Marketing	3
	305	Small Business Mgmt.	3
	320	Advertising	3
sychology	101	Intro. to Psychology I	3
peech	100	Intro. to Speech Comm.	3
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Suggested Electives

ARC	200	Graphics (PR: DRF 100)	3
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
Bus.	306	Business Law I	3
DRF	100	Engineering Graphics	3
	205	Technical Illustration (PR: DRF 100)	3
GCT	100	Graphic Communication Processes	3
	200	Image Assembly I	3
	300	Basic Photography	3
H. Ec.	140	Intro. to Interior Decoration	3
	315	Home Management	3
Mgmt.	308	Personnel Management	3
Mktg.	300	Retailing	3

REVISED PROGRAM REQUIREMENTS

Division of Education

Teaching Curricula:

Fairmont State College recommends for professional licensure only those persons who have graduated and have satisfactorily completed a teacher education curriculum approved by the West Virginia Board of Education. The College offers curricula for Early, Middle and Adolescent Education leading to the degree of Bachelor of Arts in Education. Students satisfactorily completing a teaching curriculum at a given developmental level will qualify for a Provisional Professional Certificate in grades K-4, 5-8, or 9-12. Teaching areas which may be added include Behavioral Disorders, Gifted Education, Mentally Impaired, Specific Learning Disabilities, and varied academic subject specializations.

Reference should be made to the Education section of the Catalog for specific information concerning General Studies requirements, developmental levels, admission to teacher education, student teaching experience, and related State Department of Education certification requirements. In essence, the programs entail the following requirements:

1. Early Education, Grades K-4

 a. General Studies - Multi-Subjects Education
 b. Professional Education
 c. The Multi-Subject Program - Selected middle school specializations may also be combined with this program.

2. Middle Education, Grades 5-8

 a. General Studies - Early or Adolescent Education
 b. Professional Education
 c. Multi-Subject or Adolescent Programs(s)

3. Adolescent Education, Grades 9-12

 a. General Studies - Adolescent Education
 b. Professional Education
 c. Specialization(s) - There are various combinations available at this developmental level. They include programs in the traditional academic areas as well as Special Education at the 9-12 and/or 5-8 grade level.

4. Specialized Programs, Grades K-4 and 5-8 and 9-12

 a. General Studies - Adolescent
 b. Professional Education - includes methods and student teaching at each development level
 c. Specialization

SUMMARY OF EDUCATION DEGREE REQUIREMENTS

To meet the requirements for the Bachelor of Arts in Education degree and be recommended for certification in the respective teaching specializations, all candidates must meet the following requirements:

1. Complete a minimum of 128 hours of credit
2. Attain minimum overall grade point average of 2.0
3. Attain a minimum grade point average of 2.0 for all professional education course work.
4. Attain a minimum 2.2 grade point average in each teaching specialization.
5. Achieve state minimum scores on the Pre-Professional Skills Test and the ACT Comp speaking test.

5. Achieve state minimum score(s) on the state content test for each teaching field and/or developmental level for which licensure is sought.
7. Meet the general and specific requirements set up for the respective curriculum and teaching specialization(s).

Division of Health Careers

Emergency Medical Services

The introductory paragraph for the Certificate in Applied Science is as follows:

The following Emergency Medical Services One-Year Certificate Program was implemented in January, 1976. This program is designed to train paraprofessionals to provide Emergency Medical Services commensurate with the needs of the geographic region and consists of three areas of specialization. Upon completion of the program, participants would qualify for examination by the West Virginia Department of Health for:

1. National EMT Certificaion
2. Paramedic Certification. Only after obtaining National EMT certification, completing EMS 198 Advanced Emergency Care, and completing EMS 201 Practicum will the participant qualify to take the State Paramedic Certifying Examination.
3. Emergency Medical Services Certification, through Fairmont State College.

A one-year certificate may be awarded upon successful completion of the program.

Division of Social Science

Criminal Justice - A.A.S. Degree

Deletion of Courses from Program:

Criminal Justice 211, Field Service Internship
English 109, Technical Report Writing

Addition of Courses to Program:

Criminal Justice 320, Criminology
English 108, Advanced Written English

Addition of Elective Courses:

Criminal Justice 210, Firearms Lab
Criminal Justice 335, Analysis of Police Operations

Change from Required to Elective:

Criminal Justice 209, Firearms

Change from Elective to Required:

Criminal Justice 206, Introduction to Corrections

Required courses will increase from 23 semester hours to 24 semester hours. General electives will be decreased from 5 semester hours to 4 semester hours.

Criminal Justice - B.S. Degree

Addition of Elective Courses:

CJ 340, Laws of Arrest, Search and Seizure

Concentrations:

Law Enforcement
Security
Corrections

CJ 350, Group Techniques

Concentrations:

Law Enforcement
Corrections

CJ 360, Community-Based Corrections

Concentration

Corrections

CJ 365, Licit and Illicit Drugs

Concentrations:

Law Enforcement
Security
Corrections

Change from Required to Elective

CJ 101, B.S. Program, Police Operations

Concentration

Law Enforcement

Change from Elective to Required

CJ 212, Abnormal Behavior and Crisis Intervention

The criminal justice elective hours within the law enforcement and security concentrations will be increased from 4-5 credit hours to 6 credit hours.

Division of Technology/Home Economics

Home Economics - Food Service Management

Delete Home Economics 316, Household Equipment, two hours

Add Home Economics 221, Food Service Equipment, two hours.

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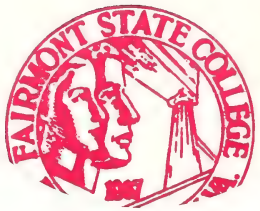
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FAIRMONT STATE Catalog 1986-88

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Fairmont State College Catalog

Volume 105
Number 1
1986-1988

FAIRMONT STATE COLLEGE LIBRARY

Catalog Policy

It is the responsibility of students to be familiar with official college policies and to meet all requirements in the Catalog. The Catalog should be studied and retained. It provides the best possible current information on practices and intentions of the College. While no major changes are anticipated, the College reserves the right to change provisions or requirements at any time. Catalog revisions and supplements are issued periodically and may be obtained from the Registrar. Each student should keep informed of current degree, curriculum, and course requirements. The academic advisers and appropriate administrative offices of the College may be consulted for further information.

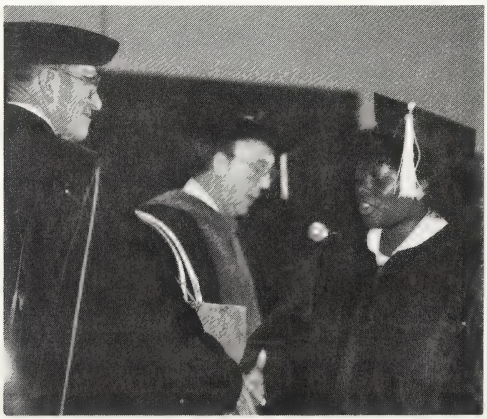
A student who enrolls at Fairmont State College shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would not be more than seven years from the date of first enrollment in college.

Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog. An exception will be made if the interruption is caused by service in the armed forces.

Policy on Equal Opportunity

Fairmont State College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.



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1986-88 Academic Calendar

1986 First Summer Term		1987 First Summer Term
May 27, Tuesday	Registration Day	May 26, Tuesday
May 28, Wednesday	Classes Begin	May 27, Wednesday
May 30, Friday	Applications for Summer Graduation Due	May 29, Friday
June 27, Friday	First Summer Session Ends	June 26, Friday

1986 Second Summer Term		1987 Second Summer Term
June 27, Friday	Registration Day	June 29, Monday
June 30, Monday	Classes Begin	June 30, Tuesday
July 4, Friday	Classes Not in Session	
August 1, Friday	Second Summer Session Ends	July 31, Friday

1986 Fall Semester		1987 Fall Semester
August 20, Wednesday	Dormitories Open	August 19, Wednesday
Aug. 21-22, Thursday-Friday	Orientation	Aug. 20-21, Thursday-Friday
August 21, Thursday	Evening Registration	August 20, Thursday
August 22, Friday	Registration Day	August 21, Friday
August 25, Monday	Classes Begin	August 24, Monday
September 1, Monday	Labor Day, No Classes	September 7, Monday
October 17, Friday	Mid-Semester	October 16, Friday
October 17, Friday	Applications for December Graduation Due	October 16, Friday
November 26, Wednesday	Thanksgiving Recess Begins, 5 p.m.	November 25, Wednesday
December 1, Monday	Classes Resume, 8 a.m.	November 30, Monday
Dec. 11-17, Thursday-Wednesday	Final Exams	Dec. 10-16, Thurs.-Wed.

1987 Spring Semester		1988 Spring Semester
January 15, Thursday	Dormitories Open	January 14, Thursday
January 15, Thursday	Evening Registration	January 14, Thursday
January 16, Friday	Registration Day	January 15, Friday
January 19, Monday	Classes Begin	January 18, Monday
March 13, Friday	Mid-Semester	March 11, Friday
March 13, Friday	Applications for May Graduation Due	March 11, Friday
Mar. 16-20, Monday-Friday	Spring Break, No Classes	Mar. 14-18, Monday-Friday
March 23, Monday	Classes Resume, 8 a.m.	March 21, Monday
May 11-15, Monday-Friday	Final Exams	May 9-13, Monday-Friday
May 16, Saturday	Commencement	May 14, Saturday



Introduction

The College

Fairmont State College, a coeducational institution offering one-year certificates, two-year associate and four-year bachelor degrees as well as a wide range of continuing education classes, is the largest of the West Virginia State Colleges—largest in numbers of total full-time enrollment and largest in number of annual graduates. With a student body that has tripled in size in the last ten years, the College has shown a steady growth in the number of students and the geographic area it serves and in the programs and facilities available. Addition of Fairmont Community College as a unit of Fairmont State College is further evidence of continuing progress and traditional service to the community, region and state.

An extensive building program has produced the Wallman Hall, Hunt-Haught Hall, expansion of the Turley Center and renovation of the Administration Building. An addition to the R. A. Musick Library more than doubled its size in 1973. Recently completed is the Feaster Center, a health and physical education building providing space for sports and spectator events as well as a modern and well-equipped teaching facility, and a technology wing to Wallman Hall.

In addition to emphasis on modern facilities, Fairmont State College has preserved and honored its traditions. A one-room school museum on the campus recalls the days when the College served as a private teacher training school which began in 1865. It became a state supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees.

Academic excellence and personal growth and fulfillment, the principal purposes of the College, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The College's 80-acre campus with its twelve major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 24,000, is the county seat of Marion County, center of the coal industry of northern West Virginia and operating headquarters of large coal, utility and manufacturing concerns.

Philosophy and Objectives

Fairmont State College, an undergraduate institution operating under the authority of the West Virginia Board of Regents, is governed by its president with the aid and advice of its Institutional Board of Advisors, administrators, Faculty Senate, and Student Government.

Offering courses of study leading to baccalaureate degrees in the humanities, social and natural sciences, teacher education, business, industrial technology, and fine arts, the College also conducts programs of career-technical education and grants one-year certificates and the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study. Preprofessional study is available in several fields, including medicine, dentistry, law and pharmacy.

Fairmont State College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twentieth century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State College degree represents a level of achievement respected throughout the nation.

The College has a traditional interest in preparing teachers for public schools in West Virginia as well as in other states. Recognizing the importance of able teachers to a progressive society, it requires outstanding academic performance of its teacher candidates and offers them sound professional training for elementary and secondary teaching.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State's system of public higher education. This mission is accomplished by meeting these objectives:

- offering a broad range of traditional baccalaureate degree programs in the arts and sciences, teacher education and business administration.
- providing through the Community College component a variety of vocational/occupational programs of two years duration or less.
- providing opportunities for occupationally oriented baccalaureate study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- bringing selected college study opportunities into communities in the College's service region through the use of the mass media, regional educational centers, external degree programs and other forms of nontraditional study.
- encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial and public service agencies in the College's service area.
- offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- offering a variety of cultural, recreational and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilties, library, equipment, and laboratories.

To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State College is fully accredited by its accrediting associations—the North Central Association of Colleges, the National Council for Accreditation of Teacher Education, and the West Virginia Board of Education.

The College is also a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, American Council on Education, National League for Nursing, and American Library Association, West Virginia Library Association and West Virginia Press Association.



Mission Statement

Fairmont State College was established as a state-supported normal school in 1867. Two years earlier, the institution had begun as a private teacher training school. In 1943, Fairmont State was authorized to offer Bachelor of Arts and Bachelor of Science degrees. In 1974, the addition of a Community College component gave further evidence of continuing progress in service to the community, region, and state.

Fairmont State College offers one-year certificates, two-year associate and four-year baccalaureate degrees, as well as a wide range of continuing education classes. Courses of study leading to the baccalaureate degree are offered in the humanities, social and natural sciences, teacher education, business, engineering technology, and fine arts. Preprofessional study is available in several fields, including medicine, dentistry, law, and pharmacy. Through its Community College component, the College also conducts programs of career-technical education and grants the degrees of Associate in Arts, Associate in Science, and Associate in Applied Science.

The importance of general education in fulfilling this mission is clearly recognized, and as such is a significant part of Fairmont State College's academic strength. General education provides for improvement of such skills as written and oral communication and mathematics, essential to the well-educated individual. Further, to help insure student success in all programs, instruction in the basic areas of reading, writing, mathematics, and study skills for academically deficient students is provided by the Foundations Program.

Fairmont State College will continue to maintain, strengthen, and enhance its existing basic academic programs, supporting both its degree programs and its general studies component. The arts and sciences disciplines, in providing a foundation for the general studies program, support all degree programs—both academic and vocational-occupational.

The College will continue to offer approved and accredited programs in teacher education—modifying, expanding, or reducing curricula as required to meet the changing needs of society. Present levels of commitment and emphasis in the preparation and continued training of teachers will be continued in elementary, secondary, and special education. In addition, the institution will continue to offer opportunities for postgraduates to become certified teachers in West Virginia.

As increased enrollment growth occurs in programs leading to career opportunities, particularly in business administration and computer science, engineering technology, and allied health, a continual dialogue among business, industry, and local educational agencies will be utilized to articulate college career programs with the vocational-technical centers located in the area. Fairmont State College intends to maintain and make alterations, when appropriate, in existing career programs and to continue efforts to develop other new programs as required to serve the public need.

Increased attention will be devoted to providing courses and programs for adult and nontraditional learners on the main campus in Fairmont, as well as at off-campus locations throughout the College's nine-county service area in north central West Virginia, including such population centers as Clarksburg, Grafton, Elkins, Parsons, Morgantown, and Kingwood.

Cooperation with other private and public institutions of higher education in the area will continue to be emphasized. Special emphasis will be placed on developing cooperative arrangements with West Virginia University to avoid unnecessary duplication of programs in the service region. Fairmont State College will also develop policies and programs which contribute to the professional growth and development of its faculty and staff.

In addition to these emphases, opportunities for course and program offerings will continue to be developed at correctional institutions within the College's service area. Fairmont State College will also expand credit courses and programs for public school teachers who desire to renew their teaching certificates or receive specialized and updated training. Other efforts will be made to serve practicing clinical level health professionals,

especially in the area of management skills; to emphasize the Regents' B.A. Degree; to utilize independent study, courses by television and newspaper, and other nonconventional delivery approaches; and to provide a means for nontraditional learners to acquire aesthetic understanding or personal fulfillment through late afternoon and evening offerings in fine arts throughout the region. Fairmont State College will continue to expand its offerings for nontraditional learners in the business and industrial fields, including internship and cooperative arrangements. It will actively participate with the regional and economic development groups within the College service area.

Offering of short courses and various activities on a noncredit basis, including the Continuing Education Unit (CEU), will be expanded for various age groups throughout the geographical region, to include a wide variety of courses of cultural, vocational, recreational, social, and professional interest. Continuing education for career improvement, as well as in the fine arts programs of the College—art exhibits, musical performances, plays, etc.—which will continue and be expanded to serve simultaneously noncredit academic goals and community cultural needs.



Admission

General Admission Procedure

All students desiring admission to Fairmont State College, whether directly from high school or as transfer students from another college or university or from other classification, must file an application for admission on forms provided by the Director of Admissions. All correspondence relative to admission and all credentials in support of an application must be on file at least two weeks prior to the opening of a semester or term.

All credentials submitted in support of an application for admission becomes the property of the College and will not be returned to the student. The prospective student is responsible for submission of all necessary forms and records in support of an application for admission.

Admission is for one semester or term and may be used only for that time. Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date.

Any student admitted upon the basis of false credentials will be subject to immediate dismissal from college. *Any student admitted without complete credentials will not be permitted to pre-register or register for the next term if the credential file is not completed during the initial enrollment period.*

Admission does not guarantee housing. Separate applications for space in residence halls must be submitted to Student Affairs.

Any change in local addresses of any student at Fairmont State College must be reported to the Registrar within a reasonable time.

All local addresses must be complete, including the address of a student's landlord.

Admission Requirements

The application for admission must specify the degree or program objective—four-year bachelor's degree; two-year associate degree; or one-year certificate program. Admission is granted to Fairmont State College for bachelor degree programs and to the Fairmont State Community College Component for associate degree and certificate programs.

Admission to Fairmont State College does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and space available for practical experience training. The standards and procedures for admission to limited enrollment programs are presented later in this section.

Associate Degree and Certificate Programs

Admission to associate degree and certificate programs is open to all graduates of approved high schools.

Bachelor Degree Programs

Admission to four-year bachelor degree programs is restricted to graduates of approved high schools who have a 2.0 or "C" high school grade average or at least a composite score of 14 on the American College Test (ACT).

Students in associate degree or certificate programs who have a 2.0 or "C" high school average or at least a composite score of 14 on the American College Test (ACT) may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who do not meet the minimum requirements for admission to bachelor degree programs may qualify for transfer to a bachelor degree program upon completion of 30 semester hours, 15 of which must be in general studies, with a 2.0 grade point average. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. This application for transfer to the bachelor degree program must be submitted to and approved by the Admissions Office.

Admission as Special Students (Nonmatriculant)

Admission to Fairmont State College as a special or nonmatriculant student is open to anyone who has completed fewer than 15 semester hours cumulative at any college or university. Admission as a special or nonmatriculant student is intended for students registering for occasional college courses with no degree objective. Students admitted as special or nonmatriculant students may complete up to a cumulative total of 15 hours of college credit. A student who has completed 15 hours of regular college credit is required to apply for admission to Fairmont State College for further study and at that point meet all the requirements for admission for a specific degree or certificate objective.

Transient students from other colleges and universities will be admitted as special or nonmatriculant students upon receipt of written approval from the Dean or Registrar of their parent institution.

Students who have completed a Baccalaureate Degree from any college or university will be admitted as special or nonmatriculant students upon receipt of written certification of degree from the granting institution.

High School Students

Outstanding high school students may be admitted as special students only, either in the summer following completion of their junior year in high school or during their senior year in high school. No more than 15 hours may be earned before admission as a regular student. In addition they must meet the following criteria:

1. Have completed the junior year of the curriculum of their high school.
2. Have a B-plus, or better, average on high school subjects.
3. Have the recommendation of the high school principal.
4. File an application for admission.
5. Pay regular college fees.

Special Admission for High School Nongraduates

Students who are not high school graduates may be admitted to Fairmont State College by passing the General Educational Development (GED) Tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for examination. GED results must be sent directly to the Director of Admissions from the testing center.

International Students

An international student's application and admissions credentials, academic records, TOEFL scores, health certificate and proof of financial support must be on file three months before the semester begins. The fall deadline is June 1; spring deadline, October 1; and summer deadline, March 1.

In addition to the previously listed admission requirements, an international student

must demonstrate proficiency in written and spoken English. Such proficiency can be established by scoring at least 500 on the Test of English as a Foreign Language administered by the Education Testing Service of Princeton, New Jersey. The ACT must be taken on arrival at the campus.

Transfer Students

Any applicant for admission to Fairmont State College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. To be admitted as transfer students, students must meet the admission requirements of Fairmont State College, must provide evidence that they are in good standing at the institution last attended, and ordinarily must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the West Virginia Board of Regents shall be transferable to Fairmont State College and will be counted for purposes of graduation, grade average, and honors. The transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring fewer than 30 hours must provide an official copy of the high school transcript and ACT scores, along with the official college transcript. These students must also meet admission requirements of the program into which they are transferring.

Board of Regents Bachelor of Arts Degree

A student is admitted to the Regents Bachelor of Arts Degree Program by submitting the state-wide undergraduate application form to Fairmont State College. Admission to this degree program does not provide for automatic admission to other programs at Fairmont State College. Any student under the Regents degree program must reapply and meet all admission requirements when changing from the Regents Bachelor of Arts Degree objective to any other degree objective at Fairmont State College.

Required Forms and Credentials

All students applying for admission to Fairmont State College degree programs are required to complete and submit the following forms and credentials:

1. Regular student application form
2. Housing and financial aid request forms if applicable
3. High school transcript (except transfer students having more than 30 hours and a 2.0 average)
4. College transcripts for transfer students
5. ACT scores
6. GED scores where applicable
7. A brief resume of educational and work experience if the student has been out of high school for more than a year

Special student admission requires only the special student application form.

Admission Policy for Limited Enrollment Programs (Division of Health Careers)

Applications for admission to Nursing are accepted through December for the following school year; applications for admission to the Medical Laboratory Technology,

Medical Record Technology, and Veterinary Technology programs are accepted through January for the following school year. The application, high school transcript or GED scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and submitted to the appropriate selection committee for consideration. Decisions are normally made by March 31. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Normally a high school senior should have a 3.3 grade point average to be accepted into the program. (Strong math and science background is highly recommended.) However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work. Students with a college grade average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with the GED must still show adequate academic background and ACT scores.

Students who have not had a high school chemistry class are required to take a basic introductory class in college chemistry. This is not required for the MRT program.

Check with the coordinators of the programs for other specific requirements.

Admission Policy for All Teacher Education Programs

Admission to teacher education programs requires that students achieve acceptable scores on the Pre-Professional Skills Test (PPST) and the ACT-College Outcome Procedures Program (COMP) speaking test. While students are permitted to take courses as freshmen, formal admission to teacher education is not initiated until the sophomore year. Consequently, freshmen who are interested in teacher education will be informed about the test battery, state minimum scores, costs, etc., in their initial professional education class, e.g., Ed. 200. Students should plan to take complete test battery in their sophomore year or when enrolled in the second education class, Ed. 250. Students who fail to achieve acceptable scores on all areas of the test battery will not be formally admitted to teacher education, nor will they be permitted to enroll in the next course in the sequence, Ed. 303, until such time as they achieve acceptable scores and are eligible for admission to teacher education. In addition a Health Certificate, completed by the student's personal physician, is required and must be submitted during the initial education course. The Health Certificate is a prerequisite for all off-campus laboratory experiences in the surrounding public schools.

Students who have questions or need additional details should contact the Office of Teacher Education.

Continuing Education Units

Various activities of the community interest nature are provided by the College with recognition as Continuing Education Units (CEU). Permanent records of CEU completions are kept in the Registrar's Office. CEU credit is not accepted toward completion of degree requirements.

The American College Test

Fairmont State College requires the American College Test (ACT) of all degree objective and certificate applicants for admissions. Scores on this test are used in placing students in English and Mathematics, for applicants for scholarships and loans, and in the

academic counseling program. High school students are urged to take the test during their senior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshman students who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Physical Examination

Physical examinations are not required for admission to Fairmont State College, but *students pursuing a degree in teacher education are required to have a physical examination by their personal physician.* Physical examination forms will be sent to the students to permit sufficient time for their completing the physical examinations before reporting for the fall semester. Students should submit forms directly to the Division of Education.

All Allied Health students must have a physical examination prior to entering any Allied Health program; forms should be submitted to Student Affairs. All Child Care students must have a physical examination prior to entering the program; forms should be submitted to the Home Economics Department.

Pre-registration

All freshmen and transfer students, upon receipt of complete application and admission, may pre-register during the summer preceding fall enrollment.

Registration

Each incoming freshman and transfer student must file an official transcript with the Director of Admissions at least two weeks prior to registration day.

At the beginning of each semester or term, all students are expected to complete registration on the days designated for this purpose. While all students are expected to register on time, late registration periods are permitted within prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Credit From a Junior or Community College

The maximum credit accepted from a Junior or Community College accredited by the North Central Association of College and Secondary Schools or other regional accrediting association will not exceed 72 semester hours. No more than 64 senior hours may be accepted from junior or community colleges which are not regionally accredited.

Nonresident or Off-Campus Credit

One hundred (100) semester hours of the 128 required for graduation shall be completed in regularly scheduled Fairmont State College courses. The 28 hours of permissible nonresidence courses may be earned by extension, home study (correspondence), radio, television, special examination and/or military service. Credit earned in home study will be

accepted only when earned in a regionally approved college. CLEP or ROTC credit are excluded from the above limitation.

Auditors

Students who are registered at Fairmont State College may be permitted to attend classes as auditors if they obtain written permission of their adviser and of the instructors in the classes they want to audit. No student who enrolls in any class as an auditor may in the same semester be considered as enrolled in this class for the purpose of obtaining credit. In no case whatsoever will auditing be regarded as a factor in obtaining credit.

Other persons, even if not registered students, may attend classes as auditors upon securing permission from the Registrar and from the instructors involved and upon payment of the regular fee. Auditors are required to complete the regular registration forms.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the College or must have completed one semester or summer session in Fairmont State College. Applicants must first schedule an interview with the division head or department representative who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission for taking the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W" or "WP."

Applicants must pay a fee of $3.00 for each special examination if regularly enrolled at the time of taking the examination; otherwise, the fee is $2.50 per semester hour of credit to be received. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

College Level Examination Program (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program. General examinations are offered in five basic areas: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences-History. In addition, subject examinations are given in many specific fields of study. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations, and procedures for applying for examinations is available in Student Affairs.

Academic Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four semester hours credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on the high school record and performance on the ACT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English—Students may receive three hours of college credit in English 104 and may enroll in English 108 if they present four units of high school English with no semester grade of less than B and a standard score of 22 or higher on the English part of the ACT.

Foreign Language—Students who present one or more units of high school French, German or Spanish may enroll in French 102, German 102 or Spanish 102. Students who present two or more units of high school French, German or Spanish may enroll in French 201, German 201 or Spanish 201.

French, German or Spanish minor and French major—Students electing a minor in French, German or Spanish or a major in French may satisfy the elementary level requirement, French 101 and 102, German 101 and 102 or Spanish 101 and 102, by presenting two or more units of high school French, German or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the minor.

Students may be granted advanced standing credit for any number of the mathematic courses numbered 115, 116, 315 by earning at Fairmont State College a grade of C or better in a higher numbered course from the sequence 116, 315, 316.

The Summer Session

Fairmont State College offers a ten-week summer session each summer. This session is made up of two terms of five weeks each. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates, or in preprofessional courses, should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, West Virginia 26554.

Evening Classes

Evening classes are operated for the benefit of all students. These classes are considered as work done in residence.

Television Courses

When possible, courses by television are offered, frequently for degree or certificate credit. Such courses usually require some main campus attendance as prescribed by the instructor.

Off-Campus Classes

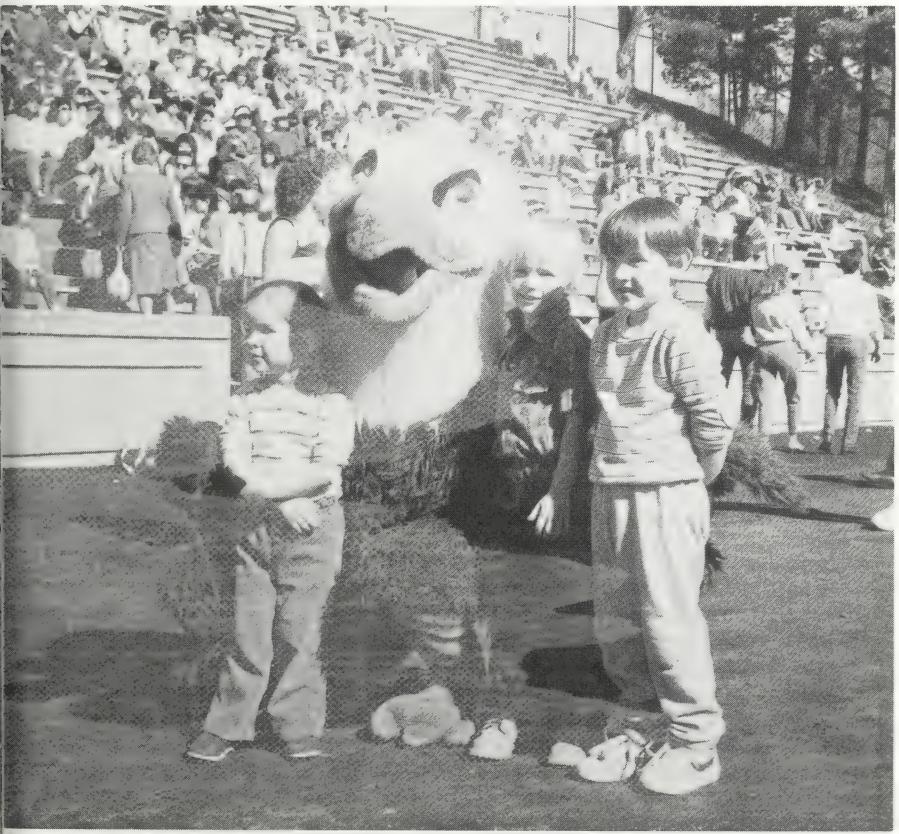
Upon request, and when it is possible to provide suitable staff, Fairmont State College will offer off-campus courses to interested groups in the region of the State it serves. Ordinarily, an enrollment of ten or more persons is necessary before any off-campus courses may be offered. For additional information, see the Community College section of this catalog.

Preparatory Art, Music, and Drama Programs

Art, music, and drama classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Information may be obtained by contacting the Fine Arts Division office. College credit is not awarded for these courses.

Reduced Tuition Out-of-State Academic Programs Available To West Virginia Residents

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Director of Admissions or the West Virginia Board of Regents.



Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall b classified as resident or nonresident for admission, tuition and fee purposes by the institu tional officer designated by the President. The decision shall be based upon informatio furnished by the student and all other relevant information. The designated officer authorized to require such written documents, affidavits, verifications, or other evidenc as are deemed necessary to establish the domicile of a student. The burden of establishin residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention c the designated officer and passed upon at least two weeks prior to registration and pay ment of tuition and fees. Students found to have made false or misleading statements cor cerning their residence shall be subject to disciplinary action and will be charged the nor resident fees for each session theretofore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent hom and involves personal presence within the State with no intent on the part of the person t return to another state or country. West Virginia domicile may be established upon th completion of at least twelve months of continued residence within the State prior to th date of registration, provided that such twelve months residence is not primarily for th purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prio to the date of resignation must be supported by proof of positive and unequivocal actior such as, but not limited to, the purchase of a West Virginia home, full-time employmer within the state, paying West Virginia property tax, filing West Virginia income ta returns, registering to vote in West Virginia and the actual exercise of such right, registe ing of motor vehicles in West Virginia, and possessing a valid West Virginia driver' license. Additional items of lesser importance include transferring or establishing loca church membership, involvement in local community activities, affiliation with loca social, civic, fraternal or service organizations, and various other acts which may give evi dence of intent to remain indefinitely within the State. Proof of a number of these action shall be considered only as evidence which may be used in determining whether or not domicile has been established.

Minors

Minors are defined by the West Virginia Code (2-2-10) as persons under eightee years of age. The residence of minors shall follow that of the parents all times, except i extremely rare cases where emancipation can be proved beyond question. The residence o the father, or the residence of the mother if the father is deceased, is the residence of un married and unemancipated minors. If the father and the mother have separate places o residences, minors take the residence of the parent with whom they live or to whom the have been assigned by court order. The parents of minors will be considered residents o West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or State income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Military

Individuals who are on active military service or employees of the federal goverr ment may be classified as residents for the purpose of payment of tuition and fees pr vided that they established a domicile in West Virginia prior to entrance into federal se vice, entered the federal service from West Virginia, and have at no time while in feder service claimed, or established a domicile in another state. Sworn statements attesting t these conditions may be required. The spouse and dependent children of such ir dividuals shall also be classified as residents of the State of West Virginia for tuition an fee purposes. Persons assigned to full-time active military service and residing in We Virginia may be classified as in-state residents for tuition and fee purposes after twelv months continuous location in the State.

Aliens

Aliens in the United States on a resident visa, or those who have filed a petition fc naturalization in the naturalization court and who have established a bona fide domicil in West Virginia, may be eligible for resident classification provided they are in the Stat for purposes other than to attempt to qualify for residency status as students.

Appeal Process

The decisions of the designated institutional officer charged with the determinatio of residence classification may be appealed to the President of the institution. Th President may establish such committees and procedures as determined necessary fc the processing of appeals. The decision of the President of the institution may be ap pealed in writing with supporting documentation to the West Virginia Board of Regent in accord with such procedures as may be prescribed from time to time by the Boarc

Payment of Tuition and Fees

The regulations of the West Virginia Board of Regents provides that: "No finar cial credit of any type shall be extended to any individual, either student or other, at an State college or institution. All colleges and institutions shall operate strictly on a cas basis with all payments and obligations being collected in advance. All tuition and fee must be collected in full for each semester on enrollment day for each semester."

Registration is not completed until a check covering payment of tuition, residenc hall rent, board, and fees has cleared the bank upon which it was drawn. A late paymer charge of $15 will be assessed after registration day; a $10 charge will be assessed o each check returned for "insufficient funds" unless the student can obtain an admissio of error on the part of the bank. The Business Office shall declare the fees unpaid an registration canceled until the check has been redeemed and the additional charge paid Student records will not be released by the Registrar's Office for any student who has delinquent financial obligation to the College.

Enrollment Fees Per Semester

On-Campus

	W.Va. Resident	Non-Resident
12 hours (or more, full-time students)	$420.00	$1,150.00
11 hours	398.00	1,068.00
10 hours	373.00	982.00
9 hours	347.00	896.00
8 hours	322.00	809.00
7 hours	297.00	723.00
6 hours	176.00	541.00
5 hours	150.00	455.00
4 hours	125.00	369.00
3 hours	100.00	282.00
2 hours	75.00	196.00
1 hour	49.00	110.00

All freshmen must pay a $1.50 Freshman Orientation Fee—August term only. All new students—freshmen or transfers—must pay a $4.00 Service Charge to set up a schedule. Students are entitled to activities and athletic functions if enrolled for 7 hours or more.

Fee Identification

	W.Va. Resident	Non-Resident
Tuition (BOR Capital Fund)	$100.00	$ 350.00
Faculty Improvement Fee	15.00	50.00
Registration Fee (BOR Capital Fund)	50.00	250.00
Higher Ed. Resources (Operating Fund)	135.00	380.00
Athletic Fee	35.00	35.00
Student Union Fee	26.00	26.00
Student Activity Fee*	59.00	59.00
Total	$420.00	$1,150.00

*Supports Student Government, Student Publications, I.D. Cards, Testing, Student Programs, Masquers and Forensics, Band, Choral, Intramurals, Debate, and Student Center Activities; this also includes health and safety fees.

Off-Campus

Total hours must be taken off-campus to qualify for off-campus fees. If a class is taken on-campus, then all hours will be charged at the on-campus rate.

	W.Va. Resident	Non-Resident
12 hours (or more, full-time students)	$300.00	$1,030.00
11 hours	278.00	948.00
10 hours	253.00	862.00
9 hours	227.00	776.00
8 hours	202.00	689.00
7 hours	177.00	603.00
6 hours	152.00	517.00

5 hours	126.00	431.00
4 hours	101.00	345.00
3 hours	76.00	258.00
2 hours	51.00	172.00
1 hour	25.00	86.00

Cost of Each Summer Session

	W.Va. Resident	Non-Resident
12 hours or more	$349.00	$1,079.00
11 hours	327.00	997.00
10 hours	302.00	911.00
9 hours	276.00	825.00
8 hours	251.00	738.00
7 hours	226.00	652.00
6 hours	188.00	553.00
5 hours	162.00	467.00
4 hours	137.00	381.00
3 hours	112.00	294.00
2 hours	87.00	208.00
1 hour	61.00	122.00

Special Fees

Late Registration Fee: (One to five days)	$15.00
Graduation Fee (Inc. cap and gown)	20.00
Freshman Orientation Fee	1.50
Transcript Fee (First Transcript is furnished free)	3.00
Special Examinations for course credit (Regularly enrolled students)	3.00
Special Examinations for course credit (Non-enrolled students) per semester hour	2.50

*The term "resident" refers to classification for fee purposes only.

Refund Policy for Tuition and Fees

A student who withdraws regularly from the college may arrange for a refund of fees in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Freshman Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. *Classes may not be added or changed at this time.*

Summer registration—Students will be permitted to pre-register and pay in advance or to register and pay fees on registration day. *Classes may be dropped but not added or changed at this time.*

Semester

During first and second weeks (beginning with Registration Day) 90%
During third and fourth weeks 70%
During fifth and sixth weeks 50%
Beginning with seventh week No Refund

A Summer Term

Registration Day through the first three days of classes 90%
Fourth through sixth day of classes 70%
Seventh through ninth day of classes 50%
Beginning with tenth day of classes No Refund

Residence Hall Expenses Per Semester

Rent:

Morrow, Prichard, Pence Halls $520.00 plus tax

Food Service:

All residents of Morrow, Prichard, and Pence Halls are required to purchase a meal ticket for use in the College Dining Hall $630.00 plus tax

Board (20 meal plan) one-half semester—
Off-campus Residents Only $315.00 plus tax

Summer School Room and Food Service (1981):

*Food Service for five weeks $175.00
*Room double occupancy for five weeks $140.00 plus tax
*Room single occupancy for five weeks $150.00 plus tax

*Food service available contingent upon number of residents.

Breakage Fee:

This fee, less charge for any damage, is returned at the end of occupancy period $50.00

Key Deposit:

This is returned when the student vacates the residence hall room and returns the key to the Residence Director $2.00

Social Fee:

The fee is to be paid when a student moves into a residence hall. It covers the cost of the local newspaper, TV Guide, television cable, Christmas party, and various other expenses of the hall $5.00

All rates are subject to change without notice.

Payment of Room and Board

Regular term payment of room and board plus tax and a fifty dollar breakage fe must be paid on or before registration day. Summer term payment of room and boar plus tax and a breakage fee for a summer term must be paid in full by registration day

Residence Hall Reservations

Applicants for residence hall reservations must pay an $80.00 deposit at the tim the application is filed with the College. (This amount is subject to change at any time. The deposit will be credited to the applicant's residence hall rent account. All applica tions must be filed with the Office of Student Affairs.

Notice of cancellation of room reservations must be received by the Office of Stu dent Affairs by June 15. Otherwise the total amount of $80.00 will be forfeited. (Excep tion: Should the applicant be denied admittance to the College, a full refund will b made without regard to dates.)

Not more than ten percent of available living space in any campus residence hal may be assigned to out-of-state students.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment i available to worthy students who need assistance in meeting their college expenses. Al funds are administered by the financial aid officer with approval of the Financial Ai Committee. Applications for financial aid should be sent to Student Affairs, Financia Aid, Fairmont State College, Fairmont, West Virginia 26554.

Philosophy

1. Fairmont State College's primary purpose in awarding financial aid is to assis those students who without such aid could not attend.
2. It is the position of the College that parents have the first obligation to provid for the education of their sons or daughters. The second obligation falls upo the students (and their spouses where applicable) to contribute to their ow education from personal earnings and assets, including appropriate borrowin against future earnings.
3. Within its available resources, the College attempts to meet the financial need of its students. A student's financial need is determined by subtracting th parent and/or student's contribution from the total cost of attendance. Th total financial aid awarded a student shall not exceed the college budget.

Grants Available

Supplemental Educational Opportunity Grant (SEOG)

This program provides monetary grants from the Federal Government for thos students who demonstrate the most financial need as determined by completion of th Financial Aid Form (FAF). Eligible students must be enrolled at least on a half-time basis

Pell Grant

This program provides monetary grants from the Federal Government for students who qualify as determined by submitting a Financial Aid Form (FAF) or other applications approved by the Office of Education. Eligible students must be enrolled at least on a half-time basis. Eligible applicants receive three copies of an award letter (SAR) directly from the Pell Grant program and must submit these copies to the Financial Aid Office before monies can be ordered.

Scholarships and Awards

Fairmont Undergraduate Scholarship (FUS)

This scholarship provides for partial tuition and fee waiver and is awarded on the basis of one of the following criteria: (1) financial need, (2) general academic ability, (3) recommendation by an academic division for demonstrated ability in a major field of study, and (4) athletic ability. Full-time enrollment and a cumulative grade point average of 2.00 or better are required. Applicants must reapply annually.

West Virginia Higher Education Grant (WVHEG)

The West Virginia Board of Regents awards this scholarship. Criteria for awarding include cumulative grade point average (ACT scores for incoming freshmen) completion of 24 or more hours per academic year, and demonstrated need (submission of a FAF to the Board). In addition to the FAF, applicants must submit a WVHEG Application which is available through the high school counselor, awareness counselor or the College Financial Aid Officer.

Fine Arts Scholarships

Students majoring in art, music, speech communication and theatre are eligible for these scholarships, which are awarded on a competitive basis. Details may be obtained by contacting the Division of Fine Arts.

Foundation Academic Scholarship (FAS)

Recipients of this scholarship receive funding for the freshmen year only by the Fairmont State College Foundation and are selected on the basis of outstanding academic performance in high school and recommendation of college academic divisions. Interested applicants should contact with the head of the division of their major field. Full-time enrollment is required.

FSC Foundation Scholarship

The Fairmont State College Foundation funds this scholarship for National Merit finalists. The scholarship is awarded for a total of eight semesters if the recipient maintains full-time enrollment with a grade point average of 2.00 or better.

Lettermen's Athletic Scholarship (LAS)

Deserving participants in varsity athletics are eligible for this award.

The Barbara Clinton Cort Award

A student, or students, demonstrating outstanding talent and commitment to the performance areas of speech communication and/or theatre are eligible for this award. Applications must be made to the coordinator of the Department of Speech Communication and Theatre by March 1 of each year. The department faculty selects the recipient(s).

Mary B. Jaynes Scholarship

This scholarship is awarded to a full-time student who has completed at least 90 semester hours of credit and is majoring in some four-year field of study offered by the Division of Commerce. The award is based on academic performance, financial need, extracurricular activities, and personal character.

John C. Shaw Scholarship

West Virginia residents who demonstrate financial need and whose health, intelligence, character, and habits show promise of commendable careers are eligible for this scholarship.

Stella E. Morgan Scholarship

This scholarship is awarded to deserving students in the field of English. Selection of recipients is made by the division head.

Richard P. Wellock Award

The award is a music department scholarship which is presented by the FSC Student Chapter of Music Education National Conference. The possibility exists for additional scholarship awards in the Fine Arts Division. Screening or auditions for these awards are generally held in the spring semester. The division head should be contacted for additional information.

Student Employment

College Work Study Program (CWSP)

Funds for this program are made available from the Federal Government. Eligibility is based on the completion of the FAF or other applications approved by the Office of Education. Students are assigned work on campus not to exceed fifteen (15) hours per week while classes are in session. Forty hours per week may be scheduled during semester breaks. Work assignments are made by the student employment director in the Office of Student Affairs. At least half-time enrollment is required.

Regular Student Employment (RSE)

State funds are used for these positions and are limited. Applicants should contact the director of student employment in the Office of Student Affairs.

Loans Available

National Direct Student Loan (NDSL)

Subject to the limitation of funds available, students may borrow up to $1,500 a year with a maximum of $5,000 toward the first bachelor's degree. Funds are provided by the Federal Government (90 percent) and Fairmont State College (10 percent). Repayment with an interest rate of 5 percent begins six (6) months after graduation or termination of schooling. Eligibility is determined by completion of an FAF or other applications approved by the Office of Education. At least half-time enrollment is required.

Guaranteed Student Loan (GSL)

This is an educational loan made by banks or State lending authorities. Application forms for the West Virginia program (HEAF) may be obtained from a lending institution or the College Financial Aid Office. Other state loan program applications can be obtained from the appropriate authority or lending institution.

Fairmont State College Foundation Emergency Loan

This program provides a short-term loan against financial aid administered by the Financial Aid Office for the purpose of paying tuition, fees, and immediate living expenses, or the purchase of books and supplies. Loans must be repaid within 120 days or the end of the semester, whichever comes first. Interest is $2 or 2 percent, whichever is greater. Regardless of age, the note must be co-signed by a parent or relative. NOTE: This is not a loan in the usual sense of the word. It is provided only for students whose financial aid for some reason has not reached the campus at the time tuition and other payments are required.

NOTE: Other conditions, regulations and policies of each of the above aids are available through the Financial Aid Office.

Procedures for Obtaining Aid

1. Students must complete and submit an application for admission to the Fairmont State College Admissions Office (new students only).
2. For first consideration for grants, scholarships and aid based on need, students must complete and submit a Fairmont State College Financial Aid Application to the Financial Aid Office by April 15. Applications must be renewed annually.
3. For first consideration of aid based on need, students must complete and submit a Financial Aid Form (FAF) or other applications approved by the Office of Education to the appropriate agency or agencies by March 1. The application must be resubmitted annually.

Satisfactory Academic Progress for Federal Financial Aid

Revised January 1, 1984

I. Federal aids affected by the policies below include: Pell Grant (Basic Education Opportunity Grant), Supplemental Education Opportunity Grant, College Work-Study Program, National Direct Student Loans, Guaranteed Student Loans, Parent (PLUS) Loans, and the State Student Incentive Grant Program (West Virginia and other state grants).

II. When a student is placed on academic probation in December or May, or it is noted that overall hours completed are less than 75% of overall hours attempted, (s)he shall be placed on financial aid probation for the subsequent term and notified that, if by the end of the subsequent term the probationary status or hours completed status is still in effect, federal aids as defined above shall be terminated. Eligibility for such aid shall commence the semester the student ceases to be on academic probation and has completed 75% of overall hours attempted as monies are available.

III. All degree candidates shall have a maximum time frame to complete their degrees.

A. Full-time Students

1. Bachelor Degree—Full-time students enrolled in a Bachelor Degree program will have *6* years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	22
4	22
5	22
6	22

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2. Associate Degree—Full-time students enrolled in an Associate Degree program will have *3* years to complete this degree. They must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	24

3. One Year Certificate—Full-time students enrolled in one-year certificate programs will have *2* years to complete this degree. They must successfully complete a minimum number of hours each year.

YEAR	NO. OF HOURS
1	18
2	22

B. Part-time—Students who attend on less than a full-time basis, but on at least a half-time basis, may apply to the Director of Financial Aid for an extension of their eligibility for one semester for each semester that they enrolled for less than full-time. Maximum eligibility of 12 years (24 semesters) for the Bachelor Degree, 6 years (12 semesters) for the Associate Degree, and 3 years (6 semesters) for a certificate. Part-time students must successfully complete 75% of the hours they attempt.

C. Students should be aware that a change from Certificate, Associate, and Bachelor Degree Programs to any of the other two programs, can increase or decrease the number of semesters of eligibility for financial aid.

IV. Summer school—Summer enrollment may affect the future status of aid eligibility in regard to hours completed against overall hours attempted and in regard to grades earned. If a student has lost aid due to unsatisfactory progress, the summer enrollment may be used to help render the student eligible for aid in succeeding semesters as monies are available. Hours attempted in the summer terms will be counted toward required progress as defined in III. A. 1, 2, and 3 or III. B.

V. Federal Financial Aid recipients must be enrolled in degree granting programs. Exception: Students who only receive a Guaranteed Student Loan or a PLUS loan do not have to enroll in a degree granting or certificate program, but they will be subject to the same maximum time frames as the *associate degree student.* The purpose is to discourage substantial indebtedness for those students without an educational objective or goal.

VI. *FIRST TIME AID APPLICANTS, PLEASE NOTE:* Students who have been enrolled at Fairmont for *1* or more semesters before applying for and/or receiving federal financial aid must meet all satisfactory progress requirements before aid will be disbursed. The chart below will help such students to determine whether or not they are meeting the requirement.

A. *Bachelor Degree—Full-time*

No. of Semesters Enrolled	Cumulative No. of Hours
1	9
2	18
3	29
4	40
5	51
6	62
7	73
8	84

9	95
10	106
11	117

B. *Associate Degree—Full-time*

1	9
2	18
3	29
4	40
5	51

C. *One-Year Certificate—Full-time*

No. of Semesters Enrolled	Cumulative No. of Hours
1	9
2	18
3	29
4	40

D. Part-time: Returning part-time students who have never had aid will need to have successfully completed 75% of the total hours they have attempted before they are eligible to receive aid. One-Year Certificate students who have already been enrolled for 4 semesters, Associate Degree students who have already been enrolled for 6 semesters, and Bachelor Degree students who have already been enrolled 12 semesters will need to apply for an extension as described in I. B.

VII. The Registrar does not consider an "incomplete" or a "withdrawal" as hours attempted. The Financial Aid Office does consider these two grades as hours attempted since they were utilized to determine a student's semester enrollment and payment status, i.e., full-time or part-time status. In addition, the Financial Aid Office does not consider these two grades or the grade of "F" as successfully completing the course, when hours completed are calculated.

VIII. At the conclusion of any semester in which a student does not fulfill any of the above satisfactory progress requirements (s)he will receive a letter informing her/him that if at the conclusion of the next semester satisfactory progress requirements are not met, aid shall be terminated. Eligibility for federal aid shall commence the semester in which a student does meet all satisfactory progress requirement.

IX. Mitigating Circumstances:

A. The time frame students have to complete a one, two, or four-year program is considered to be adequate and fair under the progress system. Thus, an appeal for additional time because of changing major or degrees is not likely to be granted, but it may be made to the Financial Aid Committee.

B. If students have utilized their maximum number of semesters, but still have borrowing eligibility under the Guaranteed Student Loan Program, they may continue to borrow under that program by appealing to the Financial Aid Committee.

X. Appeals:

Students who fail to meet any of the academic progress requirements may appeal to the Financial Aid Committee for reinstatement of financial aid. The major reason for appeal will be personal illness or the serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, legal guardian). Students may submit appeals based upon other circumstances, but in all cases they must do so in writing, providing as much documentation as possible. Students have ten (10) working days from the date of written notification to

submit their written appeal to the Financial Aid Office. Within a reasonable time frame, the Financial Aid Committee will meet to consider the written appeal and provide a written decision to those who have appealed.

Financial Aid Refund/Repayment Policy

Revised May, 1984

The College catalog states that a student who officially withdraws from the college may arrange for a tuition refund according to the following schedule:

Fall or Spring Semester:

During first and second weeks (beginning with Registration Day)	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	0%

Summer Semester:

Registration Day through third day of classes	90%
Fourth through the sixth day of classes	70%
Seventh through the ninth day of classes	50%
Beginning with the tenth day of classes	0%

Since financial aid is expected to meet or help meet educational costs, any tuition and fee refund, up to the amount of financial aid received for that semester or summer session, shall be repaid to the financial aid program(s) from which the student received assistance.

The procedure of repayment is as follows:

I. Amount of refund less outstanding debt to the College (emergency loan, room, board, etc.) shall equal the net refund.

II. Calculation of repayment to Title IV programs (NDSL, SEOG, PELL, and GSL) shall be made in accordance with the formula published in the Federal Register, Wednesday, December 31, 1980, Section 668.21.

FORMULA:

$$\text{Net Refund} \times \frac{\text{Total Title IV Aid (less work earnings)}}{\text{Total Aid (Less work Earnings)}} = \text{Repayment}$$

III. The Repayment shall be made to the following aid program(s) in an amount equal to each program's proportion of the student's total aid. Aid programs include Pell Grant, NDSL, SEOG, GSL, State grant, and private grant or scholarship if conditions require repayment.

Veterans' Policies

The following policies and procedures will be conducted by Fairmont State College for the purpose of determining satisfactory progress for all students receiving veterans benefits and the Veterans Administration will be notified under the policy of any veteran not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester when a student receiving veterans benefits is either suspended or placed on academic probation by Fairmont State College. It is the responsibility of the Office of the Assistant to the Academic Vice-President to supply the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. All instructors will be provided with a list of students receiving veterans benefits.
2. A letter to each instructor will accompany the list of veterans requesting that the instructor notify the Veterans Coordinator immediately if any student on the list has absences in their class to the extent that the absences are interfering with satisfactory progress.
3. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from college or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

The final grade policy for all courses attempted applies to all students at Fairmont State College, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Fairmont State College Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance indicating lack of satisfactory progress by the student receiving veterans benefits. There will be no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. A copy of the standards for satisfactory progress will be given to each veteran upon admission to Fairmont State College. Veterans will be informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).



Student Affairs

Fairmont State College maintains many services to all students with the objective of assisting each student to adjust to the college environment. The Office of the Vice-President for Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of each student. Such responsibilities include: health, counseling, freshman orientation, placement service, student employment, financial aid, student insurance, housing, social organizations, and student government.

As required by Section 504 of the Rehabilitation Act of 1973, faculty and academic administrators are informed through various avenues of communication concerning requirements relating to courses of study, modifications of degree requirements, alternative testing methods, etc., as well as the process for rescheduling classes to accommodate students with mobility impairments. The institutional contact person for the handicapped is located in Student Affairs.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students.

American College Testing Program (ACT)

All entering Freshmen are required to take this test. Registration for classes contingent upon its completion.

College Level Examination Program (CLEP)

Students who wish to obtain credit in specific courses must take this test. It is given the third week of each month. Information and applications are available in Student Affairs.

Graduate Record Examination (GRE)

This test is optional for students graduating with a Bachelor of Arts Degree (non-teaching) or Bachelor of Science Degree who expect to attend graduate school. This should be taken during the Senior year.

National Evaluation Systems Content Tests

Students graduating with a Bachelor of Arts Degree in Education are required to take this test and to achieve the minimum acceptable score for each teacher specialization to be named on the teaching certificate. These students must take the examination during the final semester or term of their senior year.

Pre-professional Skills Test and ACT—College Outcome Procedure Program (COMP)

Teacher education students must take these tests prior to enrollment in Education 302. The battery includes tests for reading, mathematics, writing and speaking. Minimum acceptable scores are required for formal admission to Teacher Education and eventual recommendation for licensure as a teacher.

Housing

Pence Hall is a modern residence hall providing living/learning quarters for 134 men and a full-time residence director. It is located on the hill above the main portion of the campus and commands a splendid view of much of the campus and surrounding area.

Two modern, conveniently located residence halls are available for women. On campus are two residence halls—Morrow Hall, which was built in 1922 and most recently renovated and refurnished in 1977, and Prichard Hall, which was completed in September, 1964. Morrow Hall provides living/learning quarters for 163 women and a full-time residence director, and Prichard Hall provides living/learning quarters for 150 women and a full-time residence director.

Standards for Residence Hall Life

1. All unmarried freshmen students who do not commute or who do not reside with their families are required to reside in a living-learning center of College housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; and a student may not move or transfer from any residence hall, except to graduate, to withdraw for the remaining part of the academic year, or to marry and live with spouse.
3. Applicants for room reservations must pay an $80 deposit at the time of application; this fee will be credited to the applicant's room rent account. Notice of cancellation of room reservations for the Fall term must be received by Student Affairs Housing Office by June 15. For the Spring term, cancellation must be received by December 31. Failure to notify this office by the appropriate date will result in the forfeiture of the deposit. There will be no refunds for cancellations for applications which are made after June 15, for Fall; and December 31, for Spring. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to date). No deposit is required to reserve a space for the summer session. A $50 breakage fee shall be deposited at the time of registration; this fee, less any damages, will be returned at the time of withdrawal from the residence hall.
4. All applicants for rooms and their parents or guardians are responsible for being familiar with the requirements for dress, the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in the *Student Handbook*.
5. The College reserves the right to limit to a certain class (freshmen) the residence hall rooms under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls under the control of the College.
7. Students who live in Pence, Morrow, or Prichard Hall must purchase a meal ticket for the Dining Hall. No evening meal will be served in the Dining Hall on Sunday.
8. A student who is absent from a residence hall for seven or more consecutive days will not be charged for meals, provided that the Food Service Director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence during a term or semester, or to students withdrawing during a term or semester.

 An exception to the no-refund policy for room rent will be made and a refund granted if the following conditions are met:

 1. In the case of male students, Pence Hall must be 100 percent occupied and in the case of female students, both Morrow and Prichard hall must be 100 percent occupied.
 2. There must be available an alternate student to occupy the vacancy. The alternate student must pay the room rental and occupy a place in the residence hall bringing the occupancy back to 100 percent before the refund will be granted.

3. The refund will only represent that percentage of the total which is remaining within the semester based on the day official notice was given to vacate.
9. Room rental must be paid in full for a semester on or before registration day and a meal ticket for a semester must be paid on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.
11. In cases where a preponderance of circumstantial evidence of stealing exists, the student's room will be searched in accordance with the *Student Handbook*.
12. Any residence hall students who are suspended or expelled from Fairmont State College for disciplinary reasons may forfeit their right to any residence hall refund.
13. Students living in residence halls must provide their own twin size plastic mattress pad/cover, sheets, pillow case, towels, and washcloths.

Career Planning and Placement Services

Assistance in career planning is available to all students in the office of Student Affairs. Career planning involves discovering one's interest, needs, values, aptitudes, abilities and goals; relating these to the world of work; and exploring appropriate major subjects and career fields. A library of occupational information materials, including a computerized career guidance system (SIGI), is available for use in connection with career exploration.

The placement service assists all students with career plans and all aspects of the job search. In addition, opportunities are provided for interviews with on-campus representatives of business, industry, government and education agencies. Other services include resume preparation; job-interviewing skills and techniques; individual advice and counseling; placement credential service; job placement class; computerized referral service and an extensive job search information center.

A part-time job referral service is available to any student at the college who desires employment on part-time basis while attending school.

College Counseling Service

The counselors in Student Affairs help students make educational decisions and plan careers, to acquire the skills necessary for higher learning, and to solve problems which interfere with learning. The staff consists of professionals trained in clinical practice and counseling. The following services are available: counseling for personal problems; educational counseling and career planning; occupational information; and learning skills training. These services are available to all Fairmont State College students. Contacts with College Counseling Services are held in strict confidence. Appointments can be made by telephone or students may go directly to the Student Affairs Office.

Services for the Handicapped

As required by Section 504 of the Rehabilitation Act of 1973, faculty and academic administrators are informed through various avenues of communication concerning requirements relating to courses of study, modifications of degree requirements, alternative testing methods, etc., as well as the process of rescheduling classes to accommodate students with mobility impairments. Faculty and administrators then inform the handicapped about these requirements. The institutional contact person for the handicapped is located in Student Affairs.

Student Insurance

Group student hospital insurance is available to all students at a very reasonable rate. Each prospective student is mailed information pertaining to this insurance prior to the opening of school in the fall.

Freshman Orientation

Freshmen arrive on the campus in advance of other students. It is at this time that freshmen become acquainted with the campus, buildings, the academic programs, various student activities, and student welfare in general. After scheduling classes, they become formally registered for their first semester of college work. Throughout the orientation period, freshmen are assisted and guided by trained student counselors, who are sympathetic to the individual problems of students.

Further, a one-hour course, Human Service 100—College Orientation, is offered to entering freshmen. This course orients the student to college life through a thorough explanation of topics such as (1) the advising system, (2) the academic process and regulations, (3) the *College Catalog,* (4) pre-registration and registration, (5) student services, (6) use of the library, (7) how to study, and (8) extracurricular activities.

Foundations Program

The Foundations Program provides testing and instruction in basic and accelerated skills. Foundations course credit cannot be used for graduation purposes. Credit courses in writing, reading, mathematics, computer use, foreign language review, and word processing for technical and expository writing are offered. Additional services of the program include instruction in speed writing, vocabulary development, study skills, grammar, and spelling. Students wishing the services of the Foundations Program can enroll in Foundations courses or can arrange for tutorial assistance or independent study by contacting the Coordinator of the Program. The Foundations Program Laboratory and offices are located on the third floor of Jaynes Hall.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published *Student Handbook.*

Student Automobile Regulations

Because of the large number of vehicles used by students, traffic on the College campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

Specific reference should be made to the published *Student Handbook.*

Health Service

A physician and a registered nurse are available to examine and advise students in matters pertaining to their health. On school days a registered nurse is available from 8:00 a.m. until 4:00 p.m. and from 5:00 p.m. until 8:00 p.m. in the College clinic in Colebank Building for first aid and for the treatment of minor aliments. The college physician has regular campus office hours.

Group student hospital insurance is available to all full-time students at a very reasonable rate. Each prospective student is mailed information pertaining to this insurance prior to the opening of college in the fall.

Food Service

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Varied menus of reasonably priced foods are available.

Turley Center

The Turley Center is a modern, spacious building centrally located on the campus. It contains the College Bookstore, a snack bar, the ballroom, meeting and recreation rooms and a study lounge.

In the Bookstore, students may purchase all textbooks, stationery, school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages weighed for mailing.

The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students.

A Ballroom and meeting rooms are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

Recreation rooms provide facilities for participation in pocket billiards, ping-pong, chess, backgammon, and checkers. Various tournaments are held each semester under the direction of the student center activities coordinator.

The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious-minded students in their preparation for academic endeavors.

Turley Center hours are as follows: Bookstore, Monday through Thursday from 8:00 a.m. to 7:00 p.m., Friday from 8:00 a.m. to 4:00 p.m.; Recreation Rooms-Study Lounge and Snack Bar, Monday through Thursday from 7:00 a.m. to 10:30 p.m. and on Friday from 7:00 a.m. to 6:00 p.m.

Library Service

The Library occupies the second and third floors of the Library/Learning Resources Center Building. The Library facility features individual study carrels, many of which are equipped for the use of audio-visual materials.

The Library is supportive of the academic programs of the College and therefore acquires a variety of informational resources. Books, journals and audio-visual materials pertaining to all areas of the curriculum are available. Moreover, materials not owned by the Library may be secured through interlibrary loans.

The Library presently contains some 172,000 volumes and subscribes to 700 periodicals. Many books and journals are maintained in microform for which the Library provides appropriate reading facilities. As a selective depository for U.S. government documents, the Library houses a collection of 15,000 government publications. Collections of filmstrips, kits, cassettes, records, slides, transparencies and other media are also housed in the Library. All Library materials are shelved in open stacks and are directly accessible for students and faculty.

The Library fosters its role as an information agency by emphasizing personalized bibliographic and reference services to students and faculty. Trained personnel are always on duty when the Library is open to encourage and assist individuals in their pursuit of information.

Learning Resource Center

The Learning Resource Center occupies the first floor of the Library/Learning Resource Center Building. Coordination, design, and application of educational technology is provided by specialized personnel and facilities. The service includes the design and production of a wide range of audio/visual, graphics, and television learning material, an extensive on-campus equipment repair service, and a 16 mm educational film library.

Student Government Organizations

The Student Government Organization is composed of all students regularly enrolled in Fairmont State College. All of its officers are students and all business is conducted by them. Student programs and many other activities are undertaken through this organization. A student activity fee is collected from all students. This fee covers the cost of student activities and entitles the student to attend all athletic contests, major dramatic productions, and other special programs and to copies of the college newspaper and yearbook.

Student Government

All nonacademic activities of the student body are carried on under the direction of the Student Government.

Operating under a liberal constitution, the Student Government plans and schedules a full program of activities. It sets up the rules under which all student organizations operate and is constantly working to improve campus life.

Every segment of the student body is represented in the Government. Members, except freshmen, are elected each spring by the student body and receive special training for their jobs.

The Government is comprised of the president, vice-president, treasurer, secretary, two senators from each class, representatives at large—faculty senate, and a faculty advisor.

The Government meets weekly in the Turley Room of the Student Center. Any student is welcome to attend any or all of the meetings.

Clubs, Honor Societies, and Social Organizations

Fairmont State College students have organized a number of clubs and honorary organizations for the promotion of interests in various subject matter fields, for the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations of this character can be found in *The Student Handbook*.

Religious Interests

Fairmont State College maintains a close relationship with the religious organizations of the city, including the Greater Fairmont Council of Churches. Announcements of services and special programs are posted on a bulletin board in the Administration Building.

Organized groups on campus are the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodist, United Presbyterian, Presbyterian U.S., Christian (Disciples of Christ) and Episcopal Churches as United Ministries in Higher Education, and the Intervarsity Christian Fellowship. Services of

ministers are available to the campus at all times through the Associates in Campus Ministry. The Associates serve as the liaison for religious interest with the Administration.

Publications

Student publications, under the direction of the Office of Publications, 121 Library Building, are comprised of the All-American weekly newspaper, *The Columns,* and yearbook, *Mound.* Staff positions are open to all students, who may submit applications the first week of each semester. Forms are available at any of the publications offices, 110 119, and 120 in Musick Library. Consideration is given to those students who have done acceptable work in Journalism or who have had previous practical experience on publications. Applications are screened by the Publication Board, including editors-in-chief, business managers and Journalism faculty. Staff appointments are made with the approval of the Director of Publications, from whom additional information may be obtained in 121 Musick Library.

Both publications have undergone extensive redesign during the past few semesters to allow student journalists to exhibit more of their writing, photographic, and graphics skills and talents. Consequently, *The Columns* has been awarded an All-American rating from the Associated Collegiate Press for seven consecutive semesters; the *Mound* has received four consecutive first class ratings.

The Columns, named for the eight stately columns at the front of the Administration Building, is financed by student fees and advertising. Published weekly except during examination and vacation periods, it is distributed by noon each Friday through campus news stands located in various campus buildings.

The *Mound*, named for a historic spot on a former campus, is also financed by student fees and advertising. Depicting all phases of campus life through student photography and writing, it is distributed each fall through the student publications business office, 119 Musick Library.

Annually, the William A. Boram Award for Achievement in Journalism is presented to a graduating senior Journalism student who has contributed to the success of both student publications during his or her enrollment. Selection is based on academic excellence and journalistic achievement.

The Office of Student Affairs is responsible for the following publications:

The Student Handbook, compiled annually under the direction of the Student Government, contains valuable information about Fairmont State College and its varied student activities.

The Student Bulletin is posted on the bulletin boards located prominently in each building. This bulletin carries announcements of all student activities. Material for the *Student Bulletin* should be left with the Vice-President of Student Affairs by noon Thursday. Bulletins are posted Friday morning for the following week. Students should consult the bulletin boards daily for important announcements.

Music Organizations

Performing organizations in the Music Department are open for the participation of all interested and qualified students at Fairmont State College.

Instrumental organizations include the Falcon Marching Band, the FSC Concert Band, the College-Community Symphony Orchestra, the Brass Ensemble and the Stage Band. Additional Chamber ensembles are organized on occasion under faculty supervision.

Vocal ensembles include the Collegiate Singers, Chamber Choir and the College-Community Chorus.

All musical ensembles present concerts on and off campus during the school year. Interested students should contact the Music Department for additional information.

Forensics (Public Speaking and Debate Activities)

Traditionally Fairmont State College offers varied programs for all students interested in public speaking and debate. Participation in all of these activities is open to any student at Fairmont State College. All activities are under the direction of the Speech Communication and Theatre faculty.

The *Intercollegiate Debate Squad* annually participates in 15 to 20 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, impromptu speaking and after-dinner speaking. Locally, students have an opportunity to compete with original oratory for cash awards in the M. M. Neely Oratory Contest each spring.

The FSC Chapter of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

Fairmont State College traditionally offers an active theatre program for performer, technician, and theatregoer.

The *Masquers,* since 1923 the student theatrical production organization, present a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to the public. Membership in Masquers is open to the student body and is earned through participation with the college theatrical productions.

Since 1960 the Masquers' Town and Gown Players have presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and members of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatregoers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at Fairmont State College on a volunteer or credit basis.

The Masquers, Jr., periodically present a play for a children's audience. It is produced in conjunction with Theatre 352, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body.

The Masquers Reader's Theatre provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports

A regular program of intramural sports is sponsored for the benefit of all students. Teams, contests, and various activities are organized for competitive play among the various groups and organizations. At certain times the pool is open for intramural and recreational swimming. Such facilities as the conditioning room are open for individual and

group participation under the supervision of staff members who direct the overall program. Individual participation with selected equipment is offered for those interested and concerned with their own development and not with team participation.

The intramural program includes the following activities: flag football, tennis, volleyball, basketball, wrestling, bowling, golf, softball, horseshoes, outdoor track, badminton, swimming, archery, and foul throwing.

Intercollegiate Sports

Fairmont State College sponsors an intercollegiate athletic program for men in football, basketball, baseball, cross-country, golf, tennis and swimming. The intercollegiate athletic program for women includes tennis, basketball, volleyball, swimming, track and cross-country. There are fine indoor and outdoor facilities and equipment for physical education and recreation. All students are free to participate in any one or more of the intercollegiate sports and in all recreational activities.

Athletic Policy

The program of intercollegiate sports at Fairmont State College is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the faculty.

The general objectives of the intercollegiate sports program at Fairmont State College are to teach young men and women the values of sportsmanship, good physical conditioning. and the disciplinary and social values of organized team play. Specific values include the training afforded prospective coaches and physical education instructors through participation, and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

The ultimate responsibility for the conduct of the athletic program rests with the President.

The members of the coaching staff are members of the faculty and have professional status, qualifications, and salaries, as do other faculty members.

Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.

The award of scholarships, student loans, and student employment to an athlete is made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.

All athletic funds are handled by the Business Office of the College. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.

An effort is made to compete only with colleges having similar educational and athletic policies.

Fairmont State College is a member of the West Virginia Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics, and athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Awards

At the annual Awards Banquet, recognition is given to students who have displayed outstanding achievements in the various academic disciplines. The ten outstanding seniors and students elected to Who's Who Among Students in American Colleges and Universities are also recognized.

Alumni

The Alumni Association of Fairmont State College is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, and Fairmont State College.

The history of the Alumni Association goes back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Thursday evening and continue through Saturday and include a parade, dinner banquet, business session and dance. During commencement weekend the class of 50 years ago return to the campus for a day's visit and dinner as guests of the Alumni Association and the College. This group of alumni who graduated 50 years ago or more automatically become members of the Emeritus Club. The unit was formed in 1963. In addition, the Alumni Association funds two scholarships each year—one to a son and one to a daughter of FSC alumni. The scholarships, worth $250 each, are awarded by the Financial Aid Office based on criteria set by the Alumni Association.

Information concerning the Alumni Association may be had by writing to the Alumni Secretary, Fairmont State College, Fairmont, West Virginia 26554.







Academic Information

Degrees

The four baccalaureate degrees granted by Fairmont State College are Bachelor o Science, Bachelor of Engineering Technology, Bachelor of Arts, and Bachelor of Art in Education. For each of these four degrees a minimum of 128 semester hours of credi is required. An Associate of Arts, Associate of Applied Science or Associate of Scienc degree is also granted upon successful completion of from 60-78 semester hours in th two-year curricula. A Certificate in Applied Science is offered in three areas upon com pletion of 32-34 semester hours. This college also offers a flexible, nontraditiona Regents Bachelor of Arts Degree Program.

Degree Programs

Bachelor of Arts, Bachelor of Science and Bachelor of Engineering Technology Degrees

	Minimum Semester Hours Required		
	Degree	Major	Mino
Allied Health Administration	B.S.		
Medical Laboratory Technology		135	76
Medical Record Technology		128-130	67
Nursing		137	75
Veterinary Technology		137	76-77
Art			24
Biology	B.S.	55-57	25
Business Administration	B.S.		
General		51	21
Accounting		51	18
Banking		51	18
Economics		51	18
Office Administration		52	23-24
Clerical			26
Electronic Data Processing			19
Insurance			18
Real Estate			18
Retail Management			18
Chemistry	B.A.	54	19-20
Chemistry	B.S.	64-67	
Child Care			25
Commercial Design/Graphics			33
Criminal Justice	B.S.	70	24
Engineering Technology	B.E.T.	129-135	23
Three Degree Areas			
Architecture	Mining	Safety	
Five Areas of "Concentration"			
Civil	Graphic Communications	Mechanical	
Electronics	Manufacturing		
English	B.A.	30	18
English (Business and Technical Writing)			18
Food Service Management			24
French	B.A.	30	24
Geography			18
German			18

raphic Communications Technology 21
raphics/Fine Arts B.S. 91-92
ealth Science B.S. 58 20
istory B.A. 36 24
ome Economics B.S. 39 27
terdisciplinary Studies B.A.-B.S. 48
terior Design 24
ournalism 16
ournalism (Business and Technical Writing) 18
brary Science 24
athematics B.S. 30 21
athematics B.A. 30 21
usic 26
ccupational Health B.S. 101-103
hilosophy 15
hysical Education B.S. 43 35
hysics-Physical Science 31
olitical Science B.A. 30 18
sychology B.S.
General 37 18
Industrial-Personnel 46
Community Service 52
sychological Service 18
ecreation Leadership 24
egents B.A. Degree B.A.
ociology B.S. 30 18
panish 18
peech Communication 25
heatre B.A. 35 25

achelor of Arts in Education

rly/Middle Education Multi-Subjects K-8 48
ehavior Disorders K-12 (Excludes Autism) 21
fted Education K-8 21
entally Impaired K-12 21
ecific Learning Disabilities K-12 21
bject Specialization 5-8
Art 30
French 20
General Science 31
Home Economics—Consumer and Homemaking Education 26
Industrial Arts/Technology 28
Language Arts 23
Mathematics 15
Oral Communications (Speech Communication and Theatre) 26-27
Social Studies 41
iddle Adolescent Education
bject Specialization 5-8
Home Economics—Consumer and Homemaking Education 29
Language Arts 28
Social Studies 42

Single Teaching Fields 5-12, 9-12
- Art ... 3
- Behavior Disorders (Excludes Autism) ... 2
- Biology (9-12) ... 4
- Business Education, Secretarial ... 4
- Business Education, Principles ... 4
- Chemistry (9-12) ... 3
- English-Language Arts ... 3
- French ... 3
- General Science ... 3
- Gifted Education ... 2
- Industrial Arts/Technology ... 3
- Journalism (9-12) ... 2
- Mathematics ... 3
- Mentally Impaired ... 2
- Physical Education ... 3
- Physics (9-12) ... 3
- Oral Communications (Speech Communication and Theatre) ... 3

Comprehensive Teaching Fields 5-12
- Business Education ... 5
- Home Economics, Vocational, Consumer and Homemaking Education ... 4
- Industrial Arts/Technology ... 48-5
- Social Studies ... 5

Early Middle or Middle Adolescent Subject Specialization K-12
- Art ... 5
- Music ... 5
- Physical Education ... 4
- School-Library Media ... 2

Associate Degrees and Certificate Programs

(Fairmont Community College—A component of Fairmont State College)

	Degree Offered	Minimum Semest Hours Required
General Studies	A.A.	6
Business Technology		
Accounting	A.S.	6
Banking	A.A.S.	6
General	A.A.S.	6
Insurance	A.A.S.	6
Real Estate	A.A.S.	6
Child Care	A.A.S.	6
Clerical	A.S.	6
Clerical (one-year certificate in applied science)		3
Criminal Justice	A.A.S.	6
Electronic Data Processing	A.S.	6
Fashion Merchandise	A.A.S.	6
Food Service Management	A.A.S.	6

Health Careers
Emergency Medical Service (one-year certificate in applied science) 38
Medical Laboratory A.A.S. 76
Medical Record A.A.S. 67
Nursing A.S. 75
Veterinary Technology A.A.S. 76-77
nterior Design A.A.S. 64
Music Merchandising A.A.S. 69
Psychological Service A.A.S. 64
Retail Management A.A.S. 64
ecretarial A.S. 65
ecretarial (one-year certificate in applied science) 34
Word Processing/Office Automation A.S. 64
ngineering Technology (Concentrations)
Architecture A.S. 68
Civil A.S. 67
Commercial Design/Graphics A.A.S. 65
Drafting/Design A.A.S. 68
Electronics A.S. 69
Graphic Communications A.S. 67-68
Manufacturing A.S. 68
Mechanical A.S. 67
Mining A.S. 69
Safety A.S. 68

Grading System

The following system of grading is used within the institution:

A—Superior, given only to students for exceptional performance.

B—Good, given for performance distinctly above the average in quality.

C—Average, given for performance of average quality.

D—Lowest passing grade for performance of poor quality.

F—Failure. Course must be repeated if credit is to be received.

FIW—Failure because of irregular withdrawal.

I—A temporary mark, given only when students have completed most of the course, but are unable to conclude it *because of illness or some other unavoidable circumstance.* Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate division chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor *must* submit a final grade.

W—Withdrew.

WF—Withdrew Failing.

WP—Withdrew Passing.

CR—Credit. Does not affect quality points.

NC—No Credit. Does not affect quality points.

P—Pass, Successful Completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points.

Candidates for graduation must have at least twice as many quality points a semester hours attempted; that is, a point-average of 2.00 on all college work and on al work completed at Fairmont State College. Quality points for grades A, B, C, D, ar computed as follows:

A—Four (4) quality points for each semester hour of credit.

B—Three (3) quality points for each semester hour of credit.

C—Two (2) quality points for each semester hour of credit.

D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality point by the number of credit hours scheduled. No quality points are attached to grades F FIW, and WF, but the credit hours for the courses in which these grades are receive will be used in computing grade averages.

In order to be graduated, candidates for degrees must have maintained a qualit point average of 2.00 or better in all college courses and in all credit earned at FSC. A average of 2.00 must also be maintained in the major and minor fields of study. **I students are in teacher education, they must attain an average of 2.20 in each teachin field and/or subject specialization.**

All variations from prescribed programs must be approved by the division head i the major/minor field before students can qualify for graduation.

It is the students' responsibility to keep informed of their quality point standing This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency o quality points in this institution.

Example for Computing Grade-Point Average

Courses Taken	Final Grade	Quality Points	X	Semester Hours	=	Qualit Points (Total
Engl. 104	A	4		3		12
Biol. 101	D	1		4		4
Hist. 111	B	3		3		9
Soc. 110	C	2		3		6
Pol. Sci. 103	B	3		3		9
Math. 101	W	—		—		—
				16		40

40 Quality Points
16 Semester Hours = 2.5 Grade-Point Average

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may elect o course per semester on a credit-no credit basis, such courses to be considered as part the regularly scheduled load. A maximum of 15 semester hours may be completed und this option.

Courses selected must not be included in the general studies requirements, must n be in the student's major or minor or related courses for nonteachers, must not be 7-12, 1-12, 7-9, 1-9, the diversified field, and professional education for teacher educ tion students.

Credit-no credit earned under this option will be recorded but will not be reflect in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic adviser and may not be changed after the close of the registration period.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as sophomores.

Students who have completed 58 hours but not more than 89 hours of college work are classified as juniors.

Students who have completed 90 hours or more of college work are classified as seniors.

Numbering of Courses

Courses for freshmen (100 series) and sophomores (200 series) constitute the lower level of curriculum. Courses numbered 300-499 are primarily for juniors and seniors. All General Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of General Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the Registrar for permission to carry more than 18 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Late Registration Fees: See schedule of fees in the *College Catalog* for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the College is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, there is a period, normally one week, when students may drop and/or add classes. Students who have pre-registered are not permitted to make changes during summer pre-registration or on registration day but must wait until this period begins.

Withdrawal from College: Students must apply at the Registrar's office to withdraw from college. Forms completed with the proper signatures and returned to the Registrar's office will constitute an official withdrawal. On the final grade report to the Registrar, instructors will record a "W" for students who withdraw through the end of the second academic week following midterm. If the official drop notice is issued after this period, the instructor will record either "WP" or "WF" at the conclusion of the semester. Students who fail to follow this procedure will have "FIW's" recorded.

Withdrawal from Class: During the period ending with the second academic week following midterm of a semester, students may drop one or more classes with "W" being recorded. The "WP-WF" grade will be used for students to withdraw from individual courses up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week.

Repeating a Course: Prior to the receipt of a baccalaureate degree, students may repeat a course in which they earned a grade of D or F if the course was taken no later than the semester or summer term during which they attempted the sixtieth semester

hour. The original grade will not be deleted from the student's record; however, the original grade will be disregarded and the grade earned on the first repeat will be used in determining grade point average. Grades for courses repeated more than once or repeats of courses attempted in semesters or summer terms following the one in which the sixtieth hour was attempted will be used in determining grade point average. *Students may not repeat a course in which they earned a C or better.* Students who began college study prior to 1968 and transfer students should contact the Office of the Registrar to ensure coverage of this regulation.

Minimum Residence Requirements for Graduation: For a degree, at least one year's work in residence is required, and one semester of it must be in the senior year. A "year of residence" must represent not less than 32 hours credit, and a semester is defined as a minimum of 16 hours credit. Exception is made in the case of students who have completed three years of required work at Fairmont State College and who decide to complete the senior year by substituting approved credit earned subsequently in a college of medicine or dentistry.

For an associate degree at least one semester's work in residence is required. For the certificate degree at least eight semester hours' work in residence is required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the College absence policies which are to be found in the published *Student Handbook*.

Advising System

Students are assigned academic advisers when they first enroll at the College. If students desire to change their major fields of study, they should contact the Assistant to the Vice President for Academic Affairs for reassignment. Students who are not ready to select a major upon entrance will be assigned to special advisers. Students should discuss problems relating to degree requirements, pre-registration, registration, and withdrawals from class or college with their advisers.

Grade Reports

The grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisers are provided complete grade reports at each reporting period. Students receive grade reports at midsemester and at the end of the semester. Midterm grade reports are not made during summer school.

PROBATION-SUSPENSION POLICIES

Warning Letters

All students whose cumulative average falls below 2.0 and who are neither on probation nor suspended will be sent a warning letter indicating unsatisfactory academic

progress. The letter will include probation and suspension policies, an explanation of the method of computing the semester grade point average, and a recommendation that the adviser be contacted.

Academic Probation

1. Students whose cumulative records indicate a quality point deficit of ten or more will be placed on probation. Students on probation may take a full course load.
2. Students who are not suspended will be removed from probation only after they remove the quality point deficiency and achieve an overall grade point average of 2.0 or better.

Academic Suspension

1. The suspension list will be compiled at the conclusion of the fall and spring semesters.
2. Students will be suspended at the end of the semester in which they have accumulated a quality point deficit of 20 or more and a semester grade point average below 2.0.
3. Students must be placed on probation for one semester before they are subject to suspension.
4. Suspension is for one semester. Students suspended at the conclusion of the fall semester will be eligible to return as full-time students the first semester of summer school. Students suspended at the conclusion of the spring semester will be eligible to return as full-time students the spring semester of the next academic year.
5. No classes may be taken while a student is on suspension.
6. Readmitted students or transfer students admitted on probation may continue as long as they incur no additional quality point deficit.
7. Three academic suspensions from any institution(s) of higher education are final.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this college. The written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the following term. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Assistant to the Vice-President for Academic Affairs or the Chairperson of the Admissions and Credits Committee.

English Performance Evaluation

All students who are candidates for baccalaureate degrees must attain a grade of C or above in English 108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.2 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with a bachelor's degree who have achieved special distinction in academic work are graduated with honors. Honors are determined by the cumulative quality point average of a student's work at graduation. Three grades of honors are recognized: **cum laude** for a point average of 3.2 to 3.49; **magna cum laude** for a point average of 3.50 to 3.74; and **summa cum laude** for a point average of 3.75 or better. Averages are based upon the entire academic record of the student. Candidates for graduation with an associate degree who maintain a grade point average of 3.2 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the published *Student Handbook* concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State College are entitled to one official transcript of their record free; for each additional copy a fee of three dollars ($3.00) will be charged. Students who fail to meet their financial obligations to the College, or to any department of the College, will not be given transcripts.

An application for a transcript of credit should furnish the date of last attendance at Fairmont State College, social security number; a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

U.S. Air Force Reserve Officers Training Corps

Air Force ROTC is designed to provide training that will develop leadership abilities, managerial skills, and interpersonal attitudes vital to the professional Air Force officer. It is designed to qualify for commissioning those college men and women who desire to serve in the United States Air Force.

The course is open to FSC students who meet all eligibility criteria and complete a six-week field training experience at an Air Force Base during the summer between the sophomore and junior years. This summer training is paid for by the Air Force. Questions concerning application requirements and eligibility should be directed to the Department of Aerospace Studies at West Virginia University, 293-5421 or 293-5422.

U.S. Army Military Science Program

The Military Science Reserve Officer Training Corps (ROTC) two-year advanced curriculum stresses techniques of organizing, motivating, and leading others, including recognizing, comparing, and evaluating courses of action. The participating student will experience management training and leadership development through adventurous, challenging activities.

Course numbers and titles for this Military Science program are listed in this catalog with Political Science designations.

Benefits

Students participating in the advanced course (MS III and MS IV) will receive $100 per month, tax free, during the academic year as a subsistence allowance. Textbooks required for the advanced ROTC course will be issued. Competitive scholarships are also available.

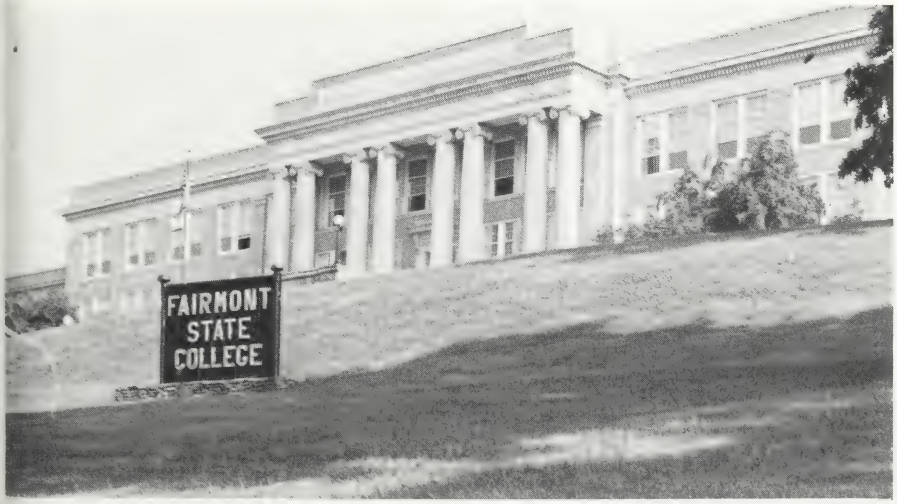
Obligations

A student who enters the advanced course (MS III and IV) as a junior agrees to finish ROTC instruction and to accept a commission and an equally important assignment in the active Army, a Reserve or National Guard component. All academic requirements for the student's degree must be completed before commissioning. The new officer will incur a service obligation that, depending on Army requirements and the student's choice, can be a combination of active and reserve duty or completely reserve duty. Competitive ROTC scholarship recipients are obligated to serve on active duty for four years.

Advanced Camp-Junior/Senior Year

Before students can be commissioned, they must attend an advanced summer camp for six weeks at a designated Army installation between the junior and senior years. Cadets receive travel allowances and pay equal to one-half the basic salary of a second lieutenant.

For additional information, contact the U.S. Army Military Science Department at Fairmont State College, 367-4126 or West Virginia University, 293-2911 or 293-2912.



Degree Requirements

The Bachelor of Arts in Education requirements for teaching fields and specializations are also included in this section under the appropriate academic discipline.

Candidates for the Bachelor of Arts and Bachelor of Science degrees must complete the General Studies Requirements and a major and a minor. Students majoring in Engineering Technology are not required to have a minor. The major and minor include all courses specified in this catalog as required and all other courses attempted in the disciplines designated as the major and minor.

The minimum credit required for graduation is 128 semester hours with an average of 2.0 quality points. In all cases the quality point average for a major or minor must be 2.0 or better with the exception of a Bachelor of Arts in Education degree, which requires at least a 2.2 in the teaching specialization(s).

General Studies Requirements may also meet major or minor requirements. No course, however, may be counted more than once in meeting the semester hours required for graduation. For example, general studies requirements in English will also satisfy requirements for a major or minor in English.

Twelve hours of one foreign language is a general requirement for the Bachelor of Arts Degree. Upon the presentation of two or more units of high school work in a foreign language currently taught at Fairmont State, students may have six hours of this requirement at the elementary level of the language waived, provided that they are competent to continue the study of the language in classes numbered 200 or above.

General Studies Requirement for the Bachelor of Arts Bachelor of Science, and Bachelor of Engineering Technology Degrees

36 Hours for Bachelor of Science Degrees
48 Hours for Bachelor of Arts Degrees

English			12
English*	104	Written English	3
English**	108	Advanced Written English	3
English	250	Survey of English Literature	3
English	260	Survey of American Literature	3
Fine Arts			2
Art	255	History & Appr. of Art	2
		or	
Music	205	Music Appreciation	2
		or	
Music	207	Beginning Recorder	2
Theatre	100	Theatre Appreciation	2
History and Social Science			12
Economics 200 or		Economics	3
Economics 201		Economic Principles and Problems	3
Geography 210		Intro. to Geography	3
History 107		United States History I	3
History 108		United States History II	3
History 111		History of Civilization I	3
History 112		History of Civilization II	3
Political Science 103		American Government	3

Psychology 101	Intro. to Psychology I	3
Sociology 110	Introductory Sociology	3
Foreign Language (B.A. degree only)		12
French, German, or Spanish 101, 102, 201, 202 (another foreign language may be substituted with permission)		
Physical Education* **		1
Any basic activity course		
Science or Mathematics**		6
Biology 101, 102 or	Intro. to Biology	4
Biology 103	Intro. to Envir. Biology	4
Chemistry 101, 102	General Chemistry	8
Chemistry 105, 106	Chemical Principles	10
Geology 101, 102	General Geology	6
Mathematics*****		6
Physics 101, 102	Intro. to Physics	8
Physical Science (select any 3 of the following)		6
Scientific Methodology 100		2
Astronomy 101		2
Chemistry 102		2
Geology 103		2
Physics 104		2
History of Physical Science 105		2
Speech Communication 100		3

*Foundations 101, Basic Communications, is strongly recommended for those who do not meet certain minimum standards prior to enrolling in English 104.

**A grade of C or above in English 108 is required for graduation.

***This requirement may be waived by the Registrar for a student who because of physical disability or infirmity cannot perform the basic activity course. The student must furnish appropriate medical substantiation of the disability or infirmity.

****This requirement must be taken in the same discipline.

*****Math 101 and Math 102 cannot be used to satisfy General Studies Requirements.





Commerce

(Business Administration, Business Education, Economics, Secretarial Science)

The Division of Commerce offers students several choices in their selection of a major field of study. Under the B.S. Degree students may obtain a degree in Business Administration with a concentration in General Business, Accounting, Economics, Office Administration, or Banking.

In the B.A. in Education Degree students may earn a degree in Business Education-Comprehensive, Business Education-Secretarial, or Business Education-Business Principles.

In the area of two-year programs students may select: Accounting, General Business, Banking, Real Estate, Secretarial, Clerical, Electronic Data Processing, Retailing, Insurance, or Word Processing/Office Automation.

Students may minor in the division in General Business, Accounting, Economics, Insurance, Office Administration and Electronic Data Processing.

In the area of one-year certificates, the student may select Secretarial or Clerical.

Courses offered by the Commerce Division may be found under the headings of Accounting, Banking, Business, Business Education, Economics, Electronic Data Processing, Management, and Marketing. **All courses may not be offered each semester. Students are urged to consult with advisers to avoid the possibility of missing a course needed for graduation at a specific time.**

MINOR REQUIREMENT: Business Administration students must also elect a minor field of study. A major and a minor in the same academic field is not permitted. For example, one may not both major and minor in Accounting. Duplicate credit may be earned only for courses that are specifically required for both major and minor.

Business Administration

Group A, General Major — 51 sem. hrs.

Required Courses			33 sem. hrs.
Accounting	201, 202	Principles of Accounting	6
Business	306, 307	Business Law	6
	310	Statistics	3
	401	Business Finance	3
Economics	201, 202	Economic Principles & Problems	6
EDP	100	Introduction to EDP	3
Management	309	Principles of Management	3
Marketing	304	Marketing	3
The additional requirement			18

These additional hours may be taken in any one of several combinations. Such combinations are to be agreed upon by the student and the adviser. Such combinations may include Accounting, Business, Economics, Management, Marketing, and EDP classes, and Mathematics 115 and/or 116.

Minor (not open to majors in Group A, B, C, D, E) — 21 sem. hrs.

Required:			
Accounting	201, 202	Principles of Accounting I, II	6
Economics	201	Economic Principles and Problems I	3
Business	306	Business Law I	3

A minimum of 9 hours must be selected from these courses:

Economics	202	Economic Principles and Problems II	3
EDP	100	Introduction to EDP	3
Business	307	Business Law II	3
	401	Business Finance	3
Management	309	Principles of Management	3
Marketing	304	Marketing	3

Group B, Accounting Major — 51 sem. hrs.

Accounting	201, 202	Principles of Accounting	6
	301, 302	Intermediate Accounting	6
	330	Advanced Accounting I	3
	404	Cost Accounting	3
	405	Auditing	3
	406	Federal Income Tax Accounting: Individual	3
Business	306, 307	Business Law	6
	310	Statistics	3
	401	Business Finance	3
Economics	201, 202	Economic Principles and Problems	6
EDP	100	Introduction to EDP	3
Management	309	Principles of Management	3
Marketing	304	Marketing	3

The following additional courses, although not required, are recommended to further develop the body of accounting knowledge commonly expected of the entry-level accountant.

Accounting	331, 407	Management 409

Notice to students: Certain courses are required to qualify a student to sit for the Uniform Certified Public Accountant exam that are not required to satisfy the four-year major in accounting degree requirements. Students wishing to sit for the CPA exam should discuss this additional course work with an appropriate adviser early in their program.

Minor (not open to majors in Group B) — 18 sem. hrs.

Accounting	201, 202	Principles of Accounting	6
	301, 302	Intermediate Accounting	6
	330	Advanced Accounting	3
	404	Cost Accounting	3
	405	Auditing	3
	406, 407	Federal Income Tax Accounting	6
EDP	104	Introduction to COBOL Programming	4

Group C, Economics Major — 51 sem. hrs.

Required Courses 18 sem. hrs.

Economics	201, 202	Economic Principles andProblems	6
	301	Intermediate Econ. Analysis: Microeconomics	3
	302	Intermediate Econ. Analysis: Macroeconomics	3
Business	310	Statistics	3
EDP	100	Introduction to EDP	3

A minimum of 9 hours must be selected from these courses:

Economics	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	307	Personal Finance	3
	401	Managerial Economics	3
	406	Guided Economic Study	1-3

Additional electives			18-24 sem. hrs.
Accounting	201, 202	Principles of Accounting	6
Business	306	Business Law I	3
	401	Business Finance	3
	410	Investments	3
Management	309	Principles of Management	3
	409	Quantitative Management	3
Marketing	304	Marketing	3
EDP	103	FORTRAN Programming	4
History	320	American Economic History	3
Math	115	Intermediate Mathematics II	4
	116	Calculus I	4

Minor (not open to majors in Group C) — 18 sem. hrs.

Economics	201, 202	Economic Principles and Problems	6
	301	Intermediate Econ. Analysis: Microeconomics	3
	302	Intermediate Econ. Analysis: Macroeconomics	3
	303	Money, Credit and Banking	3
	305	Economics of Labor	3
	401	Managerial Economics	3
	406	Guided Economic Analysis	3
Math	115	Intermediate Mathematics II	4
	116	Calculus I	4

Group D, Office Administration
Major — 52 sem. hrs.

Accounting	201, 202	Principles of Accounting	6
Business	306	Business Law	3
	310	Statistics	3
	401	Business Finance	3
Business Ed.	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	310	Supervising Off. Systems Personnel	3
	340	Principles of Word Processing	3
	341	Word Processing Applications	3
	342	Elect. Records Management	3
	360	General Office Procedures	3
	362	Directed Office Experience	3
EDP	100	Intro. to EDP	3
Management	309	Principles of Management	3
	314	Office Management	3
	390	Human Behavior in Organizations	3
Marketing	304	Marketing	3

Minor (not open to majors in Group D) — 23-24 sem. hrs.

Accounting	201	Principles of Accounting	3
Mgt.	314	Office Management	3
EDP	100	Introduction to EDP	3
*Bus. Ed.	101, 102	Beg. and Inter. Typewriting/ Keyboarding OR	
	211	Advanced Typewriting/Keyboarding	5 or 6
	251	Business Communications	3
	340	Principles of Word Processing	3
	342	Elect. Records Management	3

*If the student has not had beginning typing in high school, 101 (2 hrs. cr.) and 102 (3 hrs. cr.) should be taken. Otherwise 102 and 211 (3 hrs. each) would be selected.

Group E, Banking
Major — 51 sem. hrs.

Required Courses 36 sem. hrs.

Accounting	201, 202	Principles of Accounting	6
Business	306, 307	Business Law	6
Banking	280	Principles of Banking	3
	384	Bank Management	3
	385	Analyzing Financial Statements	3
	388	Installment Credit	3
Economics	201, 202	Principles of Economics	6
	303	Money and Banking	3
Electronic Data Proc.	100	Introduction to EDP	3

The additional requirement 15

Nine of these hours are to be taken from the following courses:

Banking	381	Management of Commercial Bank Funds	3
	382	Credit Department Management	3
	383	Bank Investments	3
	389	Law and Banking	3
	390	Negotiable Instruments	3
	391	Marketing for Bankers	3
	392	Trust Functions and Services	3
	393	Savings and Time Deposit Banking	3
Business	386	Real Estate Finance	3

Six additional hours are to be taken from Accounting, Business, Economics, Management, Marketing, and EDP courses.

Students entering this program having already earned a two-year degree in Banking must select a minor in a field other than Banking.

Minor (not open to majors in Group E) — 18 sem. hours

Twelve hours to be selected from the following:

Banking	280	Principles of Banking	3
	381	Management of Commercial Bank Funds	3
	382	Credit Department Management	3
	383	Bank Investments	3
	384	Bank Management	3
	385	Analyzing Financial Statements	3
	388	Installment Credit	3
	389	Law and Banking	3
	390	Negotiable Instruments	3
	391	Marketing for Bankers	3
	392	Trust Functions and Service	3
	393	Savings and Time Deposit Banking	3
Business	386	Real Estate Finance	3

Six hours to be selected from the following:

Business	102	Intro. to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Business	306	Business Law	3
	307	Business Law	3
Management	308	Personnel Management	3
Marketing	320	Advertising	3
Business	401	Business Finance	3
EDP	100	Intro. to Electronic Data Processing	3
Economics	201	Econ. Principles and Problems	3

Economics	202	Econ. Principles and Problems	3
	303	Money, Credit and Banking	3

Teaching Fields in Business Education

Business Education Comprehensive, grades 5-12 — 57 sem. hrs.

Business	*102	Introduction to Business	3
	*141	Business Mathematics	3
Accounting	*201, 202	Principles of Accounting	6
Business	306	Business Law	3
	310	Statistics	3
Management	314	Office Management	3
Bus. Educ.	*102	Typewriting/Keyboarding	3
	*230	Introduction to Word Processing	3
	*342	Electronic Records Management	3
	*251	Business Communications	3
	*202	Intermediate Shorthand	4
	*301	Advanced Shorthand and Transcription	4
	*360	General Office Procedures	3
	362	Directed Office Experience	2
	431	Methods and Materials in Teaching Business Education	2
Economics	*201, 202	Economic Principles and Problems	6
EDP	100	Introduction to EDP	3

Business Education Secretarial, Single Teaching Field, grades 5-12 — 40 sem. hrs.

Business	*141	Business Mathematics	3
Accounting	*201, 202	Principles of Accounting	6
Business	306	Business Law	3
	310	Statistics	3
Management	314	Office Management	3
Bus. Educ.	*102	Intermediate Typewriting/Keyboarding	3
	*230	Introduction to Word Processing	3
	*342	Electronic Records Management	3
	*202	Intermediate Shorthand	4
	*301	Advanced Shorthand and Transcription	4
	*360	General Office Procedures	3
	362	Directed Office Experience	2

Business Education, Business Principles, Single Teaching Field, grades 5-12 — 41 sem. hrs.

Business	*102	Introduction to Business	3
Accounting	*201, 202	Principles of Accounting	6
Business	306	Business Law	3
	310	Statistics	3
Management	314	Office Management	3
Bus. Educ.	*102	Intermediate Typewriting/Keyboarding	3
	*230	Introduction to Word Processing	3
	*342	Electronic Records Management	3
	*360	General Office Procedures	3
	363	Directed Office Experience	2
Economics	*201, 202	Economic Principles and Problems	6
EDP	100	Introduction to EDP	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.



Fine Arts

(Art, Music, Speech Communication and Theatre)

Art

Fairmont State College Department of Art provides a program of study for the preparation of teachers in the visual arts, leading to the B.A. degree in Education, a 2 + 2 program leading to a B.S. degree in a Graphics/Fine Arts program, and also offers a minor in a nonteaching degree. The art curriculum and activities are committed to provide the highest professional education for the art teacher, the creative artist and the scholar of the arts, and to play a major role in the cultural life of the college campus and the community.

The members of the Art Department faculty are professional artists as well as educators, exhibiting their work in state, regional and national exhibitions. Because of an excellent student-teacher ratio, the instructors are able to spend much time with individual instruction and counseling. Candidates for the teaching degree are not only trained in the skills of the creative artist, but are also given the background and training that will enable them to relate to and communicate with students.

Minor — 24 sem. hrs.

History of Art Courses
(See Courses of Instruction) 5
Studio Work Courses
(See Courses of Instruction) 19

Teaching Fields

Art Specialization K-12 — 57 sem. hrs.

Required Courses

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	*241	Drawing from Life	3
	*155	Theory of Art	2
	*261	Painting	3
	262	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	284	Modeling and Sculpture	3
	355	Problems in Teaching Art I	2
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Ceramics	3
	384	Ceramics	3
	470	Senior Exhibit	1
	431	Methods and Materials in Teaching Art	2

Electives to be selected from the following studio courses:
Painting: Art 361, 362, 364, 461, 462, 463.
Ceramics: Art 464. Sculpture: Art 465.
Graphics: Art 341. Area Studies: Art 467, 468, 469 6

Art Single Teaching Field 5-12 **38 sem. hrs.**

Required Courses

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	241	Drawing from Life	3
	*155	Theory of Art	2
	*261	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Ceramics	3
	470	Senior Exhibit	1

Art Subject Specialization 5-8 **30 sem. hrs.**

Required Courses

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	155	Theory of Art	2
	*241	Drawing from Life	3
	*283	Modeling and Sculpture	3
	353	Elementary Art Education I	2
	354	Elementary Art Education II	2
	*363	Painting in Watercolor	3

Electives to be selected from the following courses:
Painting: Art 261, 262, 361, 362, 364. Ceramics: Art 383, 384. Sculpture: Art 285, 465. Graphics: Art 341. History of Art: Art 278, 377, 378. Area Studies: Art 467, 468, 469 6

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Graphics/Fine Arts

This is a 2 + 2 program in which successful completion of the associate degree in Commercial Design/Graphics constitutes the first two years of this bachelor's degree program. It is designed to provide training and skills beyond the associate degree level for the graphic artist, layout artist, illustrator, advertising designer, and for those positions in the printing industry that combine the skills of artist-layout-graphic arts.

Major
Course Requirements **91-92 sem. hrs.***

Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	155	Theory of Art	2
	199	Special Topics in Art	3
	241	Drawing from Life	3
	261	Painting	3
	283	Modeling and Sculpture	3
	341	Graphics	3
	363	Painting in Watercolor	3
	378	19th Century and Contemporary Art History	3
	467	Area Studies	3

	468	Elective in Art	2
Tech.	Drf.-100	Engineering Graphics	3
	Gct.-100	Printing Processes Graphics Common Processes	3
	-200	Image Assembly I	3
	-210	Image Transfer Mechanisms I	3
	-230	Layout and Design I	3
	-240	Graphic Arts Photography	3
	-260	Practicum	6
	-300	Basic Photography	3
Bus. Ed. or	101	Beginning Typewriting or	
Bus. Ed.	102	Intermediate Typewriting/Keyboarding	2/3
English	109	Technical Report Writing	3
Journ.	240	Reporting	3
	320	Advertising	3
	343	Copy Editing and Make-up	3
	312	Publication Problems	3

Electives **9 sem. hrs.**

GCT	220	Estimating & Cost Analysis	3
	270	Screen Print. *Techniques	3
	310	Advanced Photography	3
	320	Image Assembly II	3
	330	Layout & Design II	3
	340	Image Trans. Mech. II	3
	410	Printing Techniques	3
	420	Computer Apl. to Graphic Comm.	3

*In addition to these 94 program hours, the student must complete the B.S. General Studies Requirements.

Music

The Music Department offers a minor in the Bachelor of Arts Degree in Music and a Comprehensive (K-12) Music Major under the Bachelor of Arts in Education Degree. The degree programs are organized to provide a thorough background for a music teaching or a professional career. Major applied areas are offered in vocal, instrumental (strings, woodwinds, brass and percussion), piano and organ.

The department provides excellent musical instruction for its students through a highly qualified professional staff of performing and teaching professors, a constantly improving and varied curriculum, and a series of sequential musical experiences and studies in all music degree programs. The department believes in exposing music students to many new and innovative educational and musical ideas as well as emphasizing the musical heritage of the past. Departmental organizations such as band, orchestra, choir, ensembles, stage band and soloists participate regularly in productions, concerts, and activities of the college and have toured in West Virginia, the United States, and Europe.

Opportunities are provided for music students to attend numerous recitals, productions and other musical events on and off campus. Several professional and fraternal organizations are sponsored by the department, including a student chapter of MENC, and Sigma Alpha Iota, professional sorority for women music students.

In 1966, the music department moved into Wallman Hall. It is well equipped with musical instruments and materials and its facilities include a piano classroom, theory room, music education room, listening library, instrumental and choral rehearsal rooms, 18 practice rooms, nine studios and Wallman Hall.

Requirements
Minor — 26 sem. hrs.

Required Courses

Music Theory: 8
Music 109 & 110 Theory, Comprehensive
(Music 108 Beginning Theory may be
recommended as elective)
Appreciation: 3
Music 206, Music Appreciation for Majors
Conducting: 2
Music 245, Fundamentals of Conducting
Participation: 4
Music 167, 169, 172, 173 (Collegiates,
Band, Orchestra, and Chorus)
Applied Music: 9
*Music 105 or 107, Piano (minimum 4 hours, proficiency exam) 4
**Music 139, Class Voice 1
(Music 103, 107, 141, 177-197 4
All four hours in same course number)

*Music minors with a piano emphasis may substitute four hours credit in music elective.
**Music minors with a vocal emphasis may substitute one hour credit in a music elective.

Curriculum for Teaching Specialization in Music

Courses marked with an asterisk must be completed before a student is admitted to the Initial Performance Practicum. See FSC Bulletin Music Supplement for requirements for recitals, concert attendance, applied levels, piano proficiency, and freshman level assignments, etc.

Subject Specialization K-12 — 59 sem. hrs.

(Students elect either Choral, Instrumental, or Piano-Organ emphasis)

Theory, Comprehensive: 18 sem. hrs.
Music 109, 110, 209, 210 Comprehensive Theory* 16
Music 309, Orchestration* 2

History and Appreciation: 9 sem. hrs.
Music 101, Recitals and Seminar (each semester)* N/C
Music 206, Music Appreciation for Majors* 3
Music 313, 314 Music History* 6

Conducting: 4 sem. hrs.
Music 245, Fundamentals of Conducting* 2
Music 347, Advanced Conducting (Instrumental
and Choral)* 2

Participation: 4 sem. hrs.
Music 167, 169, 172, 173 (Collegiates, Band, Orchestra,
and Chorus)*****

Applied Music and Classes: 18 sem. hrs.
Applied Major (Emphasis)
I-VII* 7
103 Organ, 107 Piano, 177-204 Instrumental, 141 Voice
Instrumental Classes 4
211, String Class I-II* 1
(Recommended all majors take 211-II)
213-I Brass Class* 1
215-I Woodwind Class* 1
217-I Percussion Class* 1
170 Lab Band-Orch.** N/C
Music 440, Senior Recital 1
(See FSC Music Supplement for applied requirements)

Additional Requirements 6
Choral Emphasis:
Instrumental Class II 1
or Music 320, Keyboard Accomp.****Piano***
105, I-II, Piano Class* 2
107, I, II, III Piano 3
Instrumental Emphasis:
Instrumental Class II 1
Note: Brass Majors must take 215 and 415, Woodwind majors must take 213, Percussion majors must take 213 and 413 and 215 and 415, and may be excused from 217 by passing rhythmic reading proficiency.
Piano***105, I and II, Piano 2
Class* 107, I-II, Piano 2
139 Voice Class 1
Piano and Organ Major:
Instrumental Class II 1
or 103 Organ or 320 Keyboard Accompanying.
Applied Minor (Instrumental or Voice) 4
139 Voice Class 1
Music Education: 6 sem. hrs.
Music 328, Elementary Music Methods, Materials and Administration* 2
Music 429, Instrumental Methods, Materials and Administration* 2
Music 430, Choral Methods, Materials and Administration* 2

Note: Music 431, Methods and Materials in Teaching General Music, 5-12 (Educational Block Course).

All Music majors with an instrumental emphasis must take Band their freshman and sophomore years and at least one semester of chorus recommended.

All Music majors, to meet attendance requirements for graduation, must be enrolled in Music 101, Concerts, Recitals and Seminars (CRS) NC, each semester enrolled.

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

**Laboratory Band-Orchestra is held once each week for non-credit (NC). All persons taking Music 211, 213, 215, 217, 411, 413, 415, and 417 are required to participate.

***Piano is required of all music students. At the completion of the required number of hours (4), each student must pass the piano proficiency examination. If failed, the student must continue to take piano until the piano proficiency examination is passed. This requirement is necessary for a degree in music. A student may take the piano examination after completing one or more hours of piano. If successful, he/she is excused from the remaining hours which must be added to music electives in an applied area.

****Music 320, Keyboard Accompanying, may be substituted for one hour of applied piano.

*****A first field or minor in addition to the four (4) hours participation credit, must be enrolled in a major performance group (band, choir, orchestra) during each semester of college attendance. Participation enrollment should be in line with the applied major.

Speech Communication and Theatre

The Department of Speech Communication and Theatre has designed a program to provide students with a variety of choices to develop their knowledge and skills through study and performance. The use of oral communication skills still dominates individuals' efforts to work and live together. Modern society and business are demanding higher levels of communication skills. By building a base of performance experience through classroom exercises, public performances, regional and national competition, students can develop oral communication competence and expertise which will prepare them to meet employment and societal responsibilities.

The goal of all curricular and co-curricular activities of the Department of Speech Communication and Theatre is to increase student understanding and skills in a wide

variety of oral communication events. Co-curricular activities offered by this department are designed to be learning experiences for students enrolled in departmental courses and for students who are not enrolled in department classes.

A number of program choices are available to students in the Department of Speech Communication and Theatre. Students may choose a degree program in:

1. A Bachelor of Arts major degree program in Theatre, a liberal arts program, which can be paired with any academic minor desired by the student.
2. A two-year Associate of Arts general studies degree with a concentration in either speech communication or theatre. This option is available for students with little background in either speech communication or theatre who want to be prepared to pursue professional degree programs in either field.
3. Bachelor of Arts minor degree programs in either Speech Communication or Theatre.
4. Bachelor of Arts in Education, single field, grades 5-12 in Oral Communications (Speech Communication and Theatre).
5. Bachelor of Arts in Education, subject specialization, grades 5-8 in Oral Communications (Speech Communication and Theatre).
6. Bachelor of Interdisciplinary Studies (see page 122) can be utilized to develop a program using courses from this department with a wide selection of courses from the rest of the College in order to build a unique degree aimed at a specific career. (See the coordinator of the department to discover the range of possibilities.)

The co-curricular activities of this department are open to all students.

For detailed information see Forensics and Theatre under Student services and Organizations in this catalog, p. 40.

Bachelor of Arts in Theatre — 35 sem. hrs.

Speech Com.	105	Voice and Diction	3
Theatre	110	Introduction to Theatre	2
	114	Body Training and Stage Movement	2
	140	Theatre Production	2
	148[1]	Theatre Workshop	1
	212	Theatre Makeup	1
	220	Oral Interpretation	2
	230	Acting	2
	238	Acting Workshop I-IV	1
	244	Intro. to Th. Design	3
	260	Theatre History	3
	336	Directing	2
	438	Directing Practicum	1
Electives in Theatre[2]			10

1. One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatre Production). Previously acquired credit will not fulfill the requirement.

2. At least 5 hours in Theatre electives must be in upper division courses.

Speech Communication Minor—Total 25 hours

Required Courses — 22 sem. hrs.

Speech Com.	105	Voice and Diction	3
	171	Introduction to Broadcasting	2
	215	Non-Verbal Communication	2
	219	Language in Speech Communication	3
	233	Interpersonal and Small Group Com.	3
	241	Argumentation and Debate	3
	337	Persuasive Communication	2
	345/421	Oratory/Extemporaneous Speaking	1
	459	Speech Correction	3

Electives		Minimum 3 sem. hrs.
Speech Com. 103	Listening Skills	1
249 or	Intercollegiate Debate I-IV	
439 or	Public Speaking Practicum I-VIII	
449	Intercollegiate Debate I-IV	1
199	Special Topics	1
361	Speaking for Business and Professionals	3
369	Communication in Organizations	3
491	Directed Study in Speech Com.	1

1. Elective Courses in Speech Communication may be selected from the Speech Communication course offerings.
2. Recommended Related Courses
English 319, Journalism 270, Psychology 101, Psychology 240.

Theatre Minor—Total 25 hours

Required Courses		25 sem. hrs.
Speech Com. 105	Voice and Diction	3
Theatre 110 or 100	Introduction to Theatre or Theatre Appreciation	2
114	Body Training and Stage Movement	2
140	Theatrical Production	2
148*	Theatre Workshop I-IV	1
212	Theatrical Make-up	1
220	Oral Interpretation	2
230	Acting	2
238	Acting Workshop I-IV	1
244	Intro. to Theatrical Design	3
260	Theatre History	3
336	Directing	2
438	Directing Practicum	1

*One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatrical Production). Previously acquired credit in Theatre 148 or 348 will not fulfill the requirement.

Elective Courses in Theatre

May be selected from the Theatre course offerings.

Recommended Related Courses

Art 255 or Music 205 (one not used to meet General Education Requirements), English 318, English 315, English 422, Music 139, Music 141, Art 142.

Performance

In order that a student minoring in Speech Communication or Theatre may be recommended for graduation by the Speech Communication and Theatre faculty, he/she must perform in one or more of the department faculty directed/sponsored public performance areas listed below. A student must reach a satisfactory level of proficiency in at least one of the performance areas. Each student's performance and level of proficiency will be periodically appraised by the faculty.

Performance Areas

Theatre: acting, technical crews, directing, public relations, house management, business management, etc., with Masquers' Town and Gown Players, Masquers, Jr., or studio theatre presentations.

Oral Interpretation: reader's theatre, intercollegiate festivals, contests, and other public performances.
Public Speaking: intercollegiate debate, competitive communication and public speaking events, festivals and exhibitions, organizing and evaluating communication performances and other public speaking presentations.
Radio/TV: acting, producing, writing, announcing, etc., for FSC campus radio and TV public broadcasts.

Teaching Field in Oral Communications

(Speech Communication and Theatre)

Single Teaching Field, Grades 5-12 — 32 sem. hrs

Required Courses — 27 hrs.

Speech Com.	*105	Voice and Diction	3
	*171	Introduction to Broadcasting	2
Theatre**	*140	Theatrical Production	2
	*148	Theatre Workshop	1
Speech Com.	*221	Classroom Communication	3
Theatre	*220	Oral Interpretation	2
Speech Com.	*337	Persuasive Communication	2
	*241	Argumentation and Debate	3
	345	Oratory	1
Theatre	*230	Acting	2
	*336	Theatrical Directing	2
	*438	Theatrical Directing Practicum	1
Speech Com.	459	Speech Correction	3
	***431	Methods and Materials for Teaching Speech Communication and Theatre	2

*Courses marked with an asterisk must be completed before the Initial Performance Practicum
**The one required hour in Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Play Production). Previously acquired credit in Theatre 148 or Theatre 348 will not fulfill this requirement.
***Speech Communication 431 must be taken during the Initial Performance Practicum.

Elective Courses

Select courses from the Speech Communication and/or Theatre courses listed under the Courses of Instruction in this catalog to total 5 credit hours.

Oral Communications, Subject Specialization 5-8 — 26 sem. hrs.

Required Courses

Speech Com.	105	Voice and Diction	3
	171	Introduction to Broadcasting	2
	221	Classroom Communication	3
Theatre	220	Oral Interpretation	2
Speech Com.	337	Persuasive Communication	2
or			
Speech Com.	233	Interpersonal and Small Group Com.	2
Theatre	230	Acting	2
	336	Play Directing	2
	438	Play Directing Prac.	1
	350	Children's Drama	3
	354	Creative Drama Practicum	1
Speech Com.	459	Speech Correction	3
	*431	Methods and Materials in Teaching Speech Communication and Theatre	2

*Speech Communication 431 must be taken during the Initial Performance Practicum.

Performance

In order that the B.A. in Education student with a teaching field in Oral Communications (grades 5-12 or 5-8) may be able to meet the competencies for state teacher accreditation and hence be recommended for the Professional Block by the Speech Communication and Theatre faculty, he/she must perform extensively in one or more of the Department faculty directed/sponsored public performance areas listed below. The activities in these areas are necessary cocurricular supplements or enrichments to classroom experiences. The student's performances in the areas must be extensive enough that the student reaches a satisfactory level of proficiency in at least one of the performance areas. A periodic appraisal of the extent of the student's performance and level of proficiency will be made.

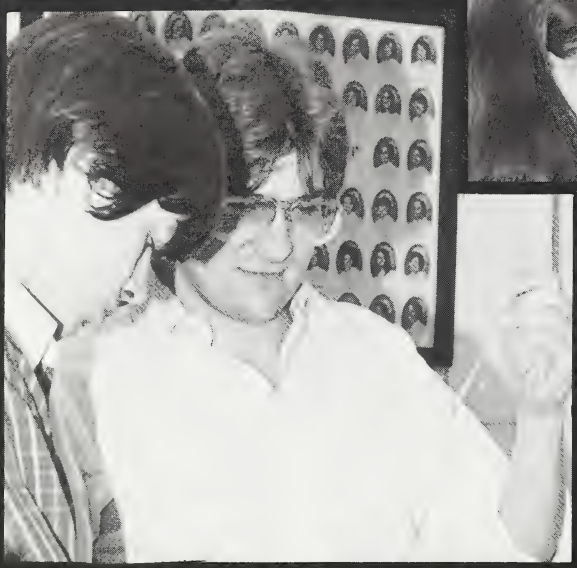
Performance Areas—(see list on pages 69, 70)



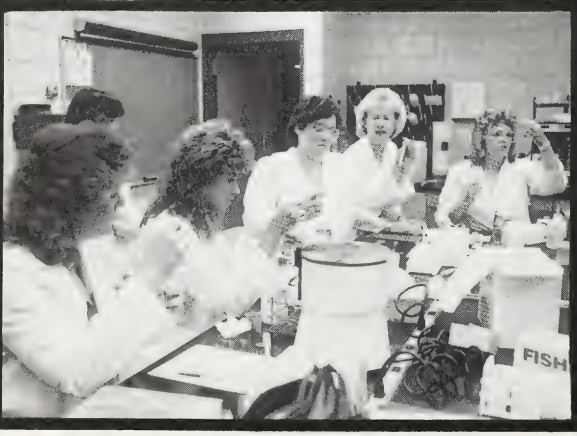











FISH

Health Careers

Bachelor of Science Degree in Allied Health Administration
(For students with Associate Degrees in Health Career Programs)

This is a comprehensive program which is designed to provide practicing clinical level health professionals with the education to become lower and middle level supervisors and managers in health care agencies. It is specifically designed for health service practitioners with an Associate in Science or Associate in Applied Science Degree who need administrative skills.

Successful completion of the applicable associate degree curriculum constitutes the first two years of this program. Students with associate degrees in any health career area will be given consideration.

To be eligible for admission to the Bachelor of Science Degree Program in Allied Health Administration, a student must have an Associate Degree in a health related field from a college accredited by a regional association of colleges and schools.

The program is in effect a B.S. in Allied Health Administration with the associate degree in the health care profession serving as the minor. Requirements include general studies courses, business courses and core Allied Health courses. The Program may be completed on a full-time or part-time student basis.

Medical Laboratory Technology

Course Requirements **135 Sem. hrs.**

Semester 5

English*	250	Survey of English Literature	3
Social Science/History*			3
Fine Arts*			2
Allied Health	102	Pathophysiology of Disease	3
Chemistry	305	Organic Chemistry	4
			15

Semester 6

English*	260	Survey of American Literature	3
Social Science/History*			3
Physical Ed.*		Any basic activity course	1
Management	308	Personnel Management	3
Chemistry	306	Organic Chemistry	4
			14

Semester 7

Allied Health	427	Health Record Administration	3
Economics	201	Economic Principles and Problems	3
Allied Health	301	Health Care Organizations	3
Management	309	Principles of Management	3
Biology	219	Zoology	4
			16

Semester 8

Biology	220	Invertebrate Zoology	
or			
Biology	221	Vertebrate Zoology	4
Speech*	100	Introduction to Speech	3
Allied Health	302	Management Prob. of Health Care Delivery System	3

Allied Health	401	Allied Health Practicum and Seminar	4
	372	Legal and Medical Ethics	3
			17

Electives

EDP	100	Introduction to Electronic Data Processing
or		
EDP	102	Principles of Computer Programming
Allied Health	100	Medical Terminology
	199	Special Topics in Allied Health
Business	310	Statistics

*General Studies Requirement.

Medical Record Technology

Course Requirements **128-130 sem. hrs.**

Semester 5

English*	250	Survey of English Literature	3
Fine Arts*			2
Economics	201	Economic Principles and Problems	3
Science/Math* (Take one of the following series):			3-4
Biology 101 and Biology 102			
Chemistry 101 and Chemistry 102			
Elective			3
			14-15

Semester 6

English*	260	Survey of English Literature	3
Allied Health	372	Legal and Medical Ethics	3
Physical Education*		Any basic activity course	1
Science/Math* (Continue one of the following series):			3-4
Biology 101 and Biology 102			
Chemistry 101 and Chemistry 102			
Management	308	Personnel Management	3
Elective			3
			16-17

Semester 7

Allied Health	301	Health Care Organization	3
Speech*	100	Introduction to Speech Communication	3
Management	309	Principles of Management	3
Business (Take one of the following courses):			3
Business 141		Business Mathematics	
306		Business Law	
Business Education 251		Business Communications	
340		Principles of Word Processing	
Elective			3
			15

Semester 8

Allied Health	302	Management Problems of Health Care Delivery Systems	3
	401	Allied Health Practicum and Seminar	4
Management	390	Human Behavior in Organization	3
History/Social Science*			3
Elective			3
			16

*General Studies Requirement.

Nursing

Course Requirements **137 sem. hrs.**

Semester 5

English*	250	Survey of English Literature	3
Fine Arts*			2
Economics	201	Economic Principles and Problems	3
Sociology	200	Social Problems	3
Science or Math*			3-4
Allied Health	301	Health Care Organizations	3
			17-18

Semester 6

English*	260	Survey of American Literature	3
EDP	100	Introduction to Electronic Data Processing	3
or			
EDP	102	Principles of Computer Programming	3
Science or Math*			3-4
Management	309	Principles of Management	3
Speech Com.	100	Introduction to Speech Communication	3
			15-16

Semester 7

Psychology (Take one of the following courses):			3
Psychology**	230	Social Psychology (Sociology 230)	
	260	Industrial and Personnel Psychology	
	330	Developmental Psychology	
	350	Physiology Psychology	
Business (Take one of the following courses):			3
Business	306	Business Law	
Management	390	Human Behavior in Organization	
Speech Communication (Take one of the following courses):			2-3
Speech	215	Nonverbal Communication 2	
	233	Small Group Communication 3	
	361	Speech for Professionals 3	
	369	Com. in Organizations 3	
Management	308	Personnel Management	3
Allied Health	427	Health Records Administration	3
Physical Education*		Any basic activity course	1
			15-16

Semester 8

Elective			3
Sociology (Take one of the following courses):			3
Sociology**	230	Social Psychology (Psychology 230)	
	310	Sociology of the Family	
	340	Juvenile Delinquency	
	450	Minority Groups	
Allied Health	372	Legal and Medical Ethics	3
	302	Management Problems of the Health Care Delivery System	3
	401	Allied Health Practicum and Seminar	4
			16

*General Studies Requirement.

**Sociology and Psychology may not be used to meet both Psychology and Sociology requirements.

Veterinary Technology**

Course Requirements **137 sem. hrs.**

Semester 5

Allied Health	301	Health Care Organizations	3
Management	308	Personnel Management	3
Economics	201	Economic Principles and Problems	3
English*	250	Survey of English Literature	3
Speech Com.	103	Listening Skills	1
Science* (Take one of the following series):			3-5
Chemistry 105 (5 hours) and Chemistry 106 (5 hours)			
Math 111 (3 hours) and Math 112 (3 hours)			
Physics 101 (4 hours) and Physics 102 (4 hours)			

16-18

Semester 6

Allied Health	302	Management Problems of the Health Care Delivery System	3
Management	309	Principles of Management	3
Science* (Continue one of the series as listed above—Semester 5)			3-5
Physical Education*		Any basic activity course	1
History and Social Science*			3
English*	260	Survey of American Literature	2

15-17

Semester 7

Allied Health	427	Health Records Administration	3
Accounting	201	Principles of Accounting	3
Allied Health	412	Veterinary Law & Ethics	1
EDP	100	Intro. to Electronic Data Processing	3
or			
EDP	102	Principles of Computer Programming	3
Management (Take two of the following courses):			6
ECON 202 Economic Principles and Problems			
MARKETING 300 Retailing			
MANAGEMENT 305 Small Business Management			
ACCOUNTING 202 Principles of Accounting II			
BUSINESS 306 Business Law			

16

Semester 8

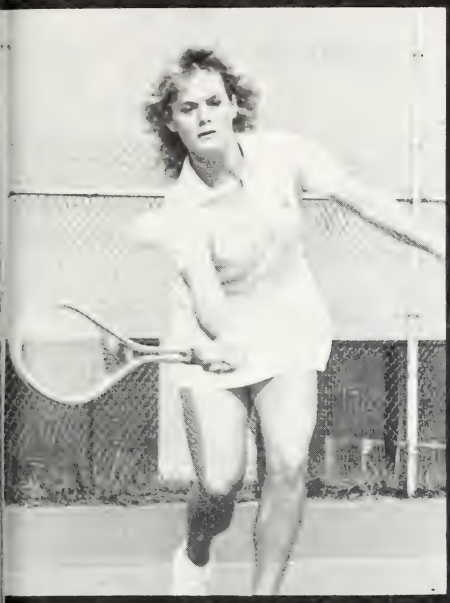
Allied Health	401	Allied Health Practicum and Seminar	4
	372	Legal and Medical Ethics	3
Fine Arts*			2
Management (Take one of the courses listed in Semester 7 above)			3
Communication (Take one of the following courses):			2-3
Speech Communication 215 Non-Verbal Communication 2			
233 Small Group Communication 3			
361 Speech for Professionals 3			

14-15

*General Studies Requirement.
**Animal Health Technology Minor from any institution.




5













Health, Physical Education, Recreation, and Safety

The Division of Health Education, Physical Education, Recreation, and Safety offers a Bachelor of Science in Health Science and also a minor for students interested in pursuing a career in this area.

Bachelor of Science—Health Science

Major — 58 sem. hrs.

Course Requirements

HTH	100	Personal Health	2
	150	Introduction to Health Science	2
	202	Community Health Problems (PR: Biology 101 and 102)	3
	370	Contemporary Health Issues (PR: Psychology 101 and Sociology 110)	3
	410	Seminar in Public Health Education	4
	412	Drug Use—Abuse—Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2
	450	Field Practicum in Public Health	4

Major—Related Requirements

PE	211	Anatomy and Physiology (PR: Biology 101, 102)	4
EMS	100	Emergency Medical Training	4
SAF	203	General Safety Education	3
CHEM	101	General Chemistry	4
	102	General Chemistry	4
PSY	210	Personal Adjustment	3
	250	Community Psychology	3
SOC	200	Social Problems	3
	230	Social Problems	3
EDUC	220	Areas of Exceptionality in Special Education	3

Minor—Health Science — 20 sem. hrs.

HTH	100	Personal Health	2
	150	Introduction to Health Science	2
	202	Community Health Problems (PR: Biology 101 and 102)	3
	370	Contemporary Health Issues (PR: Psychology 101, Sociology 110)	3
	410	Seminar in Public Health Education	4
	412	Drug Use—Abuse—Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2

Physical Education

A Bachelor of Science degree, major and minor, are offered in Physical Education for students interested in pursuing careers other than teaching (physical therapy, graduate research) which require background knowledge in Physical Education. The Bachelor of Arts in Education degree offers a subject specialization in Physical Education, grades 7 through 12 and K-12. The Physical Education Program is designed to stimulate the development of minimal competencies in the application, analysis and synthesis of concepts related to effective performance of sport and human movement activities.

Bachelor of Science—Physical Education

Major

Course Requirements — **43 sem. hrs.**

Sport Science			**13**
PE	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	212	Physiology of Exercise (PR: PE 211)	3
	313	Mechanical Analysis of Sport (PR: PE 211)	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3
Sport Theory			**4**
PE	121	Intro. Seminar in Educational Sport	2
	222	Foundations of Educational Sport (PR: PE 121)	2
Sport Laboratory			**12**
PE	231	Early Psycomotor Activities (PR: PE 121, Majors Only)	2
	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only)	2
			Minimum 8 hours
	234	Individual and Dual Sports (PR: PE 231)	2
	235	Team Sports—Men's Regulations (PR: PE 231)	2
	236	Team Sports—Women's Regulations (PR: PE 231)	2
	237	Gymnastics—Men's Regulations (PR: PE 231)	2
	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
REC	146	Folk and Square Dance	2
Related Science			**8**
CHEM	101	General Chemistry	4
PHYS	101	Introduction to Physics	4
Required Electives (Select Two)			**6**
PSY	230	Social Psychology	3
	240	Statistics	3
SOC	301	Anthropology	3

Minor

Course Requirements — 35 sem. hrs.

Sport Science — 13

PE	211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	212	Physiology of Exercise (PR: PE 211)	3
	313	Mechanical Analysis of Sport (PR: PE 211)	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3

Sport Theory — 4

PE	121	Introductory Seminar in Educational Sport	2
	222	Foundations of Educational Sport	2

Sport Laboratory — 10

PE	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only, Consent)	2
			Minimum 8 hours
	234	Individual and Dual Sports (PR: PE 231)	2
	235	Team Sports—Men's Regulations (PR: PE 231)	2
	236	Team Sports—Women's Regulations (PR: PE 231)	2
	237	Gymnastics—Men's Regulations (PR: PE 231)	2
	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
REC	146	Folk and Square Dance	2

Related Science — 8

CHEM	101	General Chemistry	4
PHYS	101	Introduction to Physics	4

Teaching Field in Physical Education

Single Teaching Field 5-12 — 38 sem. hrs.

Course Requirements

Sport Science — 13

PE	*211	Anatomy and Physiology (PR: Biology 101 and 102)	4
	*212	Physiology of Exercise (PR: PE 211)	3
	*313	Mechanical Analysis of Sport (PR: PE 211)	3
	*318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 222)	3

Sport Theory — 13

PE	*121	Introductory Seminar in Educational Sport	2
	*222	Foundations of Educational Sport (PR: PE 121)	2
	*223	Evaluation of Instruction in Sport (PR: PE 222)	3
	*324	Educational Sport (PR: PE 222, 223)	3
	*325	Psychomotor Analysis Lab (PR: PE 231 and 324)	3

Sport Laboratory **12**

PE	*231	Early Psychomotor Activities (Majors Only) (PR: PE 121)	2
	*232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	*233	Advanced Aquatics and Lifesaving (PR: PE 121, Majors Only, Consent)	2
			Minimum 8 hours
	*234	Individual and Dual Sports (PR: PE 231)	2
	*235	Team Sports—Men's Regulations (PR: PE 231)	2
	*236	Team Sports—Women's Regulations (PR: PE 231)	2
	*237	Gymnastics—Men's Regulations (PR: PE 231)	2
	*238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
REC	*146	Folk and Square Dance	2

*Must be completed prior to the Initial Performance Practicum.

Subject Specialization K-12 — 43 sem. hrs.

Course Requirements

Sport Science **13**

PE	211	Anatomy and Physiology (PR: Biology 101-102)	4
	212	Physiology of Exercise (PR: PE 211)	3
	313	Mechanical Analysis of Sport (PR: PE 211)	3
	318	Sport Social Psychology (PR: PSY 101, SOC 110, PE 211)	3

Sport Theory **13**

PE	121	Introductory Seminar in Educational Sport	2
	222	Foundations of Educational Sport (PR: PE 121)	2
	223	Evaluation of Instruction in Sport (PR: PE 222)	3
	324	Educational Sport (PR: PE 222, 223)	3
	325	Psychomotor Analysis Lab (PR: PE 231, PE 324)	3

Sport Laboratory **12**

PE	231	Early Psychomotor Activities (Majors Only) (PR: PE 121)	2
	232	Basic Aquatics (PR: PE 121, Majors Only)	2
		or	
	233	Advanced Aquatics—Lifesaving (PR: PE 121, Majors Only, Consent)	2
			Minimum 8 hours
	234	Individual and Dual Sports (PR: PE 231)	2
	235	Team Sports—Men's Regulations (PR: PE 231)	2
	236	Team Sports—Women's Regulations (PR: PE 231)	2
	237	Gymnastics—Men's Regulations (PR: PE 231)	2
	238	Gymnastics/Modern Dance—Women's Regulations (PR: PE 231)	2
REC	146	Folk and Square Dance	2

Related Requirements **5**

HTH	204	Health/Safety Seminar	3
PE	431	Methods and Materials in Teaching Physical Education	2

Recreational Leadership

The curriculum of this minor provides a foundation of recreation philosophy, principles and objectives. Field experiences, which are designed to provide practical experience in a variety of recreational settings with various clientele, are included. Elective classes in sport coaching, outdoor recreation, and aquatic activities are provided.

Minor B.A. and B.S. Degrees **24 sem. hrs.**

Course Requirements

REC	141	Introduction to Recreation	3
	143	Outdoor Recreation	3
	144	Group Leadership (PR: REC 141)	3
	145	Program Planning and Organization (PR: REC 141)	2
	146	Folk and Square Dance	2
	301	Day Camp Administration (Summer Sessions Only)	3
PE	234	Individual and Dual Sports	2
SAF	200	Accident Analysis and Emergency Care	2
			Minimum 2 hours
PE	232	Basic Aquatics	2
	233	Advanced Aquatics—Lifesaving	2
	381	Water Safety Instructors	2
			Minimum 2 hours
	235	Team Sports—Men's Regulations	2
	236	Team Sports—Women's Regulations	2

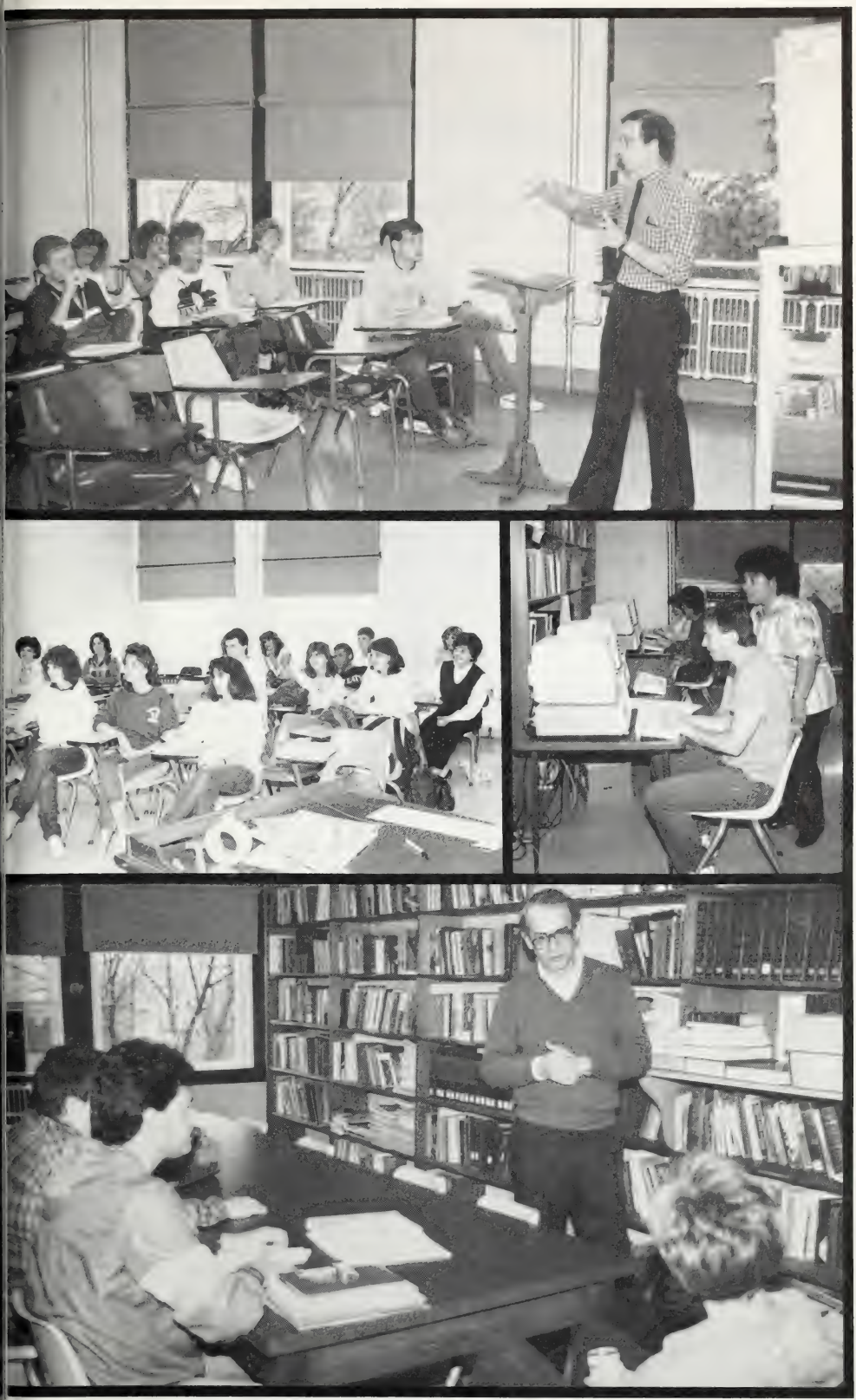
Sport Coaching

This fifteen-hour sequence of courses in Sport Coaching is designed to meet the need in the secondary schools for qualified athletic coaches. It is NOT a B.S. major or minor program, nor is it a separate certificate teaching degree program.

Course Requirements **15 sem. hrs.**

PE	355	Scientific Foundations of Sport Coaching	4
	356	Administration and Coaching of Sport	3
	357	Medical-Legal Aspects of Sport Coaching	2
	358	Techniques of Sport Coaching	6





Language and Literature

(English, French, German, Spanish, Journalism, and Library Science)

English

The English program is designed to provide instruction in the English language and in literature as part of the College's educational program, thereby developing increased proficiency in communication skills and encouraging judgment and appreciation of the values of literature for the individual and for society. It is also intended to provide leadership and constructive influence in promoting literacy and the appreciation of literature in elementary and secondary schools of the state, particularly through the training of English teachers and by seeking to obtain high standards in teacher education. A third aim of the English program is to cooperate with the English departments of all colleges and universities in the state in the effort to promote in the academic community, the state, and the nation an understanding of the importance of language and literature as an element in liberal education.

Advanced Standing

By reviewing high school records and performances on the ACT, the Registrar will determine eligibility for advanced standing and credit in English. To qualify, a student must have no semester grade of less than B in each of the four units of high school English and a score of 22 or higher on the English part of the ACT. See page 16.

Major in English—Bachelor of Arts — 30 sem. hrs.

Preliminaries: In addition to the General Studies requirements in English (Eng. 104, 108, 250, 260), the major is required to complete 30 hours in English courses beyond the 200 level, according to the following plan:

Section 1. All students must take English 315, Shakespeare 3
and English 341, Survey of World Literature 3

Section 2. The student must then select one course from each of the following groups:
Group A—353, Eighteenth Century Literature; 420, Seventeenth Century Literature; 421, Chaucer* 3
Group B—311, Literature of the Romantic Period; 312, Literature of the Victorian Period; 346, The British Novel 3
Group C—319, General Semantics; 321, Study of the English Language; 421, Chaucer* 3
Group D—302, Narrative and Descriptive Writing; 413, Expository Writing 3
Group E—347, The American Novel; 350, American Prose; 360, Major American Poets 3
Group F—318, Modern Drama; 343, The Current Scene in Literature 3

*Chaucer may be counted only once, either in Group A or C.

Section 3. Six additional hours must be selected from among the groups in Section 2 or from a combination of those and the following courses 6
322 The Short Story
342 Survey of World Literature (Renaissance to Modern)

348 The Bible as Literature
351 Minority Literature
352 Southern Literature
372 The Art of the Motion Picture
376 Civilisation—A Personal View
422 The British Drama
423 Literary Criticism

Section 4. The following courses can only be taken as open electives and, therefore, would not count toward the required 30 hours.

207 Children's Literature
371 Folk Literature
450 Honors Literature*
460 Independent Studies

*In order to enter this course, a student must have the consent of the Honors Committee.

Minor in English **18 sem. hrs.**

Preliminaries: In addition to the twelve General Studies semester hours required in English (104, 108, 250, 260), the English minor is required to complete 18 hours in English courses beyond the 200 level, according to the following plan:

Required Courses on the 300-400 level: **18 sem. hrs.**

English 315, Shakespeare 3
English 341, Survey of World Literature 3
One course selected from Groups A or B, above 3
One course selected from Groups C or D, above 3
Two courses, 300-400, selected from any area above, except Section 4 6

OR

Minor in Business and Technical Writing **18 sem. hrs.**

Preliminaries—In addition to the twelve General Studies semester hours required in English (104, 108, 250, 260), the English minor taking this option is required to complete 18 hours in English and Journalism courses according to the following plan:

English 109, Technical Report Writing 3
English 309, Advanced Technical Communication 3
English 319, General Semantics 3
English 413, Expository Writing 3
Journalism 240,* Reporting I 3
Journalism 312, Publication Problems 3

*Journalism 240 should be taken before Journalism 312.

Teaching Field in English and Language Arts

English-Language Arts Single Teaching Field 5-12 **37 sem. hrs.**

Requirements

Journalism	240	Reporting I 3
Education	*300	Reading Process 2
	*304	Developmental Reading 2
English	315	Shakespeare 3
	319	General Semantics 3
	*321	Study of the English Language 3
	423	Literary Criticism 3

Selective Requirements (choose any two courses from the following group)

English	311	Lit. of the Romantic Period
	312	Lit. of the Victorian Period
	353	Eighteenth-Century Lit. 6
	420	Seventeenth-Century Lit.
	421	Chaucer

Selective Requirements (choose one course from each of the following groups)

English	318	Modern Drama
		or 3
	422	The British Drama
	346	The British Novel
		or 3
	347	The American Novel
	302	Narr. and Descrip. Writing
		or 3
	413	Expository Writing
	343	The Current Scene in Lit.
	351	Minority Literature 3
	352	Southern Literature
	360	Major American Poets

English Language Arts Subject Specialization 5-8 — 28 sem. hrs.

May be added to 5-12 or 9-12 only

Requirements

English	207	Children's Literature 3
	315	Shakespeare 3
	319	General Semantics 3
	*321	Study of the English Language 3
	342	Survey of World Literature 3
	343	The Current Scene in Literature 3
Education	*300	Reading Process 2
	*304	Developmental Reading 2

Selective Requirements (choose from each of the following groups)

English	351	Minority Literature
		or 3
	352	Southern Literature
	302	Narrative and Descr. Writing
		or 3
	413	Expository Writing

English-Language Arts Subject Specialization 5-8 — 23 sem. hrs.

May be added to multi-subjects only

Requirements

English	207	Children's Literature 3
	302	Narrative and Descr. Writing 3
	319	General Semantics 3
	*321	Study of the English Language 3
	322	The Short Story 3
	360	Major American Poets 3
	*431	Methods of Teaching English 2

Selective Requirements (choose one course from the following group) 3

Library Sci.	210	Lib. Materials for Adolescents
English	341	Survey of World Lit.

English	348	The Bible as Literature
	371	Folk Literature

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

French

Students taking French courses enroll in a program aimed at developing skills in reading, speaking, listening and writing. There is instruction in French civilization, culture, and literature, all aimed at an understanding of the French mind. Students preparing to teach French, and those preparing for fields of international relations and business have available a series of courses in conversation and composition to establish these advanced skills.

French Major

(In collaboration with the Foreign Language Department of West Virginia University)

B.A. and B.A. in Education — 30 sem. hrs.
(Single Teaching Field, Grades 5-12)

Required Courses

Note that six hours of the starred courses can be taken at West Virginia University, normally during one summer session. Alternatively, these courses may be taken on the Fairmont State College Campus. See section on Advanced standing, page 16.

French	101	Elementary French I 3
	102	Elementary French II 3
	201	Intermediate French I 3
	202	Intermediate French II 3
	*292	Pro-Seminar. First Option. (France in Perspective and Contemporary Literature, 3 sem. hrs. each) . . 6
		or
	**292	Pro-Seminar. Second Option. (Conversation and Contemporary French Culture) 6
		or
	***292	Pro-Seminar. Third Option. (France in Perspective and Contemporary Literature, 3 sem. hrs. each 6
	311	French Composition and Conversation I 3
	312	French Composition and Conversation II 3
	314	French Civilization and Culture 3
	426	Main Currents of French Literature and Culture 3

*France in Perspective and Contemporary Literature are taken as a group on the West Virginia University Campus, normally during one summer session, and are the Pro-Seminar Topics assigned by Fairmont State College.

**Conversation and Contemporary French Culture, for six credit hours, is taken in the West Virginia University French Program Overseas. This is optional and may be taken instead of the above campus program Options One and Three.

***France in Perspective and Contemporary Literature are taken as a group on the Fairmont State Campus. These Pro-Seminar Topics parallel those in the First Option.

Minor — 24 sem. hrs.

Required Courses — **15**

101, 102, 201, 202, and either 311 or 312

Electives **9**

Selected from any of the remaining French courses.

French Subject Specialization, Grades 5-8

Required Courses **20 sem. hrs.**

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	3
	202	Intermediate French II	3
	311	French Composition and Conversation I or French 312 Composition and Conversation II	3
	314	French Civilization and Culture	3
	431	Methods and Materials in Teaching French	2

For any six semester hours, except 101 and 102, of the above courses, French 292 Pro-Seminar, six semester hours, in the West Virginia University French program overseas, in one semester session, may be taken.

German

In today's shrinking world it is increasingly useful—and often necessary—to speak, read, write and understand a foreign language. The German program is designed to foster these skills in the student who seeks to understand and communicate with the millions of people who speak the Germanic tongue. Elementary offerings are basic: Vocabulary, grammar, pronunciation and an introduction to German culture. Intermediate courses build on this foundation and offer opportunities for a deeper understanding of the German people through a continued study of the literature and discussion of current events. See section on Advanced standing, page 16.

Minor **18 sem. hrs.**

Required Courses

German	101, 102	Elementary German I, II	6
	201, 202	Intermediate German I, II	6

Electives from the following courses:

210	Masterpieces of German Literature	3
230	German Special Topics II	3
301	The German Novelle	3
302	German—Drama and Lyric Poetry	3
303	Special Topics	3

Journalism

The Journalism curriculum provides students with a varied academic program and unlimited choices for practical mass media experience. Academically, students may select from the following Journalism programs:

- **Journalism as a teaching specialization, grades 9-12**—for those who will teach high school journalism and advise school newspapers, yearbooks, magazines, etc. Offered as a single teaching field or teaching major, it requires a minimum of 24 semester hours plus an additional teaching field and departmental recommendation.

- **Journalism as a minor** compatible with any four-year major in either the bachelor of arts or the bachelor of science degrees offered at this college. The minor provides non-teaching students with two options: the 16-hour minor applicable to any baccalaureate degree or as a Pre-Journalism program for students planning to transfer to professional journalism schools; and the 18-hour Technical Writing program, applicable also to any baccalaureate degree, for those who want greater concentration in writing and more latitude in the variety of commercial and industrial writing and editing careers available to them.
- **Journalism as an Interdisciplinary Degree concentration** with at least one other field. Course selection is dependent upon individual career goals and faculty and administrative approval of students' proposals for their individual programs. (See Interdisciplinary Degree information on page 122.)
- **Journalism as part of the Board of Regents' degree** with a combination of coursework and practical experience dependent upon individual programs and administrative approval. (See Board of Regents' degree information on page 123.)

All of these programs provide additional expertise in Journalism through practical experiences through staff work on the award-winning student publications—*The Columns,* the college's weekly newspaper, and *Mound,* the college yearbook, both of which consistently achieve national and state recognition for excellence—and by internships at the local newspaper, the *Times-West Virginian,* where students master usage of video display terminals while gaining reportorial skills as reporters under the supervision of professional journalists.

Students in any of these Journalism programs should consult the Journalism coordinator in 121 Library Building either before enrolling or before the end of their first semester on campus to determine the schedule and sequence of courses and to apply for work on the student publications. Staff work is open to all students.

Journalism courses are open as electives to students in any field. Specific courses are required, however, of students in Graphics/Fine Arts (Journalism 240, 312, 320, and 343); in English Education (Journalism 240); and in Commercial Design/Graphics Technology (Journalism 320). Students in any of these programs should check with the Journalism coordinator about course sequence and prerequisites, listed with course descriptions elsewhere in this catalog.

Attention should be paid to the fact that completion of Journalism 240 and L240 is necessary before enrolling in Journalism 312, 330, 340, 341, and 343. Enrollees should also be able to type before registering for any of these courses.

Because prospective teachers, both elementary and secondary, need to be aware of the impact of mass communications today, they should consider taking one or more of the introductory courses, such as Reporting I, Communications and Society, The Newspaper and Society, and the History of American Journalism. Secondary teachers, (7-12), whatever their major, may choose Journalism as an additional teaching field.

Those interested in advising school publications should complete the 24 hours required for teacher certification, grades 9-12. Because they deal with communications skills, English majors may find additional hours in journalism beyond the required reporting course helpful. They should consult journalism faculty about additional courses offered by the department.

Designed to meet the needs of both teaching and non-teaching students, the journalism program has five broad objectives: to develop an awareness of the tremendous impact of the mass media on society; to build a knowledge of the history of communications, its importance, laws, ethics and limitations of its freedom; to provide a knowledge of the tools and methods of the communications media; to evaluate data so as to separate facts and truth from chaff, misleading statements, and outright falsehood; and to give practical experience in writing and producing material for the media so that both journalism teaching majors and non-teaching minors are prepared for work in print or broadcast journalism.

Journalism students are urged to elect courses in language, literature, commerce, social studies, broadcasting and printing if they plan careers in mass communications. **Non-teaching minors, as well as students with journalism as a teaching specialization, must take**

active parts in publishing the college newspaper, *The Columns,* **and the yearbook** *Mound,* **in order to receive departmental recommendation.** Completion of course requirements without practical application as staffers on these publications is not sufficient preparation for effective journalists.

Journalism Teaching Field,** Grades 9-12 — 24 sem. hrs

Course Requirements

Journalism	*240	Reporting I	3
	*270	Communications in Society	2
	*280	History of American Journalism	3
	*312	Publications Problems	3
	320	Principles of Advertising	3
	334	News Photography	2
	*340	Journalism Practice	2
	*343	Copy Editing and Makeup	3

A minimum of three elective hours is required to complete these requirements:

Journalism	271	The Newspaper and Society	3
	330	Advanced Reporting	3
	341	Journalism Practice	2

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

**Students in this field must complete an additional teaching field or specialization for Grades 5-12. Journalism 240 should be followed as soon as possible by Journalism 343 so student will be ready for practical experience working on campus publications.

Pre-Journalism or Journalism Minor, B.A. and B.S. Degrees — 16 sem. hrs

Journalism	*240	Reporting I	3
	270	Communications in Society	2
	280	History of American Journalism	3
	312	Publications Problems	3
	334	News Photography	2
	343	Copy Editing and Makeup	3

*Journalism 240 should be followed as soon as possible by Journalism 343.

Journalism Minor-Technical Writing Option — 18 sem. hrs

English	109	Technical Report Writing	3
Journalism	*240	Reporting I	3
	343	Copy Editing and Makeup	3
	312	Publications Problems	3
English	319	General Semantics	3

A minimum of three elective hours must be selected from among these courses:

English	413	Expository Writing	3
	309	Advanced Technical Communication	3
	330	Advanced Reporting	3

In addition, the following electives are suggested:

English	309	Advanced Technical Communication	3
	413	Expository Writing	3
Journalism	330	Advanced Reporting	3
	340	Journalism Practice	2
	341	Journalism Practice	2
	320	Principles of Advertising	3
	334	News Photography	2
	343	Copy Editing and Makeup	3

*Journalism 240 should be followed as soon as possible by Journalism 343.

A minimum of three elective hours is required to complete the requirements of the journalism teaching field:

Journalism	271	The Newspaper and Society	3
	330	Advanced Reporting	3
	341	Journalism Practice	2

Library Science

The library science program is designed to meet the needs of students preparing to qualify for state certification as librarians in public schools, students who desire a minor that will prepare them for positions in public, academic, and special libraries, and students who are interested in preparing for graduate study in librarianship. Moreover, other students, regardless of subject interests, can profitably elect courses from Library Science offerings.

Minor — 24 sem. hrs.

Persons holding the Bachelor of Arts or Bachelor of Science degree, with a minor in library science, are prepared for employment in academic, public, or special libraries at the associate level. The library associate performs pre-professional tasks that require maturity of judgment, an appreciation of the philosophy of library service and the ability to respond to the needs of people using the library. This minor also provides the prerequisite requirements of many American Library Association accredited library schools.

Lib. Sci.	120	Introduction to Library Science	3
	200	Reference and Bibliography	3
	210	Library Materials for Adolescents	3
	302	Cataloging and Classification	3
	304	Organization and Administration	3
	400	Library Practice	3
English	207	Children's Literature	3
Education	424	Educational Technology	3

Teaching Field as School Librarian

School—Library Media K-12 — 24 sem. hrs.

The purpose of this program is to prepare students for certification in elementary and secondary school librarianship. This teaching field (K-12) must be selected in combination with a specialization for classroom teaching. Library Science 400 is taken as part of the Initial Performance Practicum.

	*120	Intro. to Lib. Sci.	3
Lib. Sci.	*200	Reference and Bibliography	3
	*210	Library Materials for Adolescents	3
	*302	Cataloging and Classification	3
	*304	Organization and Administration	3
	400	Library Practice	3
English	*207	Children's Literature	3
Education	*424	Educational Technology	3

*Must be completed prior to admission to I.P.P.

Spanish

Students taking Spanish courses enroll in a program aimed at developing skills i reading, speaking, understanding, and writing the Spanish language. Informatio about the cultures of Spain and Latin America forms a part of the courses offered in th program with the view that there will be increased commercial, political, and cultura contact with the Spanish-speaking peoples of the world. See section on Advance Standing, page 16.

Minor B.A. and B.S. Degrees — 18 sem. hrs

Spanish	101	Elementary Spanish I 3
	102	Elementary Spanish II 3
	201	Intermediate Spanish I 3
	202	Intermediate Spanish II 3
	210	Spanish Civilization and Culture 3
	220	Latin American Civilization and Culture 3





Science and Mathematics

(Biology, Chemistry, Geology, Mathematics, Physical Science, and Physics

Biology

The Department of Biology, Division of Science, program is designed to servic both undergraduate non-majors and those pursuing major areas of study in Biologica Science leading to either the B.A. in Education or the Bachelor of Science degrees a well as preparatory programs in pre-professional areas. The Department employs highly specialized staff capable of instructing in specialty areas from Classical Biolog to Molecular Biology. Field research and field studies are stressed highly as an integra part of the overall program. Facilities and equipment are available for independen research by students and/or staff.

The Department of Biology is located on the fourth floor of Hunt-Haught Ha which was completed in the summer of 1971. This modern facility consists of eight stu dent laboratories, with modern equipment including closed-circuit TV, three researc rooms, a photographic dark-room, animal room, and plant house.

The biology curriculum for both the Bachelor of Science and B.A. in Educatio has recently been revised so that students are required to complete 8 basic courses i biology designed to provide a comprehensive understanding of biology. Electives ma be chosen at the student's discretion.

Advanced undergraduate students are regularly employed as paid laboratory assist ants in most classes.

Bachelor of Science Degree

Major **55-57 sem. hrs**

Required Courses			**26 sem. hrs**
Biology	219	General Zoology 4	
	220	Invertebrate Zoology 4	
		or	
	221	Vertebrate Zoology 4	
	230	General Botany 4	
	310	Cell Biology 3	
	370	Plant Physiology 4	
	380	Genetics 3	
	*210	Field Biology	
		or	
	285	Field Zoology	
		or	
	290	Field Botany 3	
	490	Seminar in Biology 1	
Electives**			10 sem. hrs
Required Related Courses			19-21 sem. hrs
Chemistry	101, 102	 8	
	or		
	***105, 106	 10	
Physics	101, 102	 8	
Math	112		
	or		
	higher	 3	

*Field Zoology 285 or Field Botany 290 may be substituted for Field Biology 210. However, ey are only taught during summer terms.

**Ten hours of electives must be selected from the Biology curriculum.

***One unit of high school Chemistry is required for Chemistry 105, 106. Students lacking gh school Chemistry must enroll in Chemistry 101 and 102.

linor — 25 sem. hrs.

Biology	219	General Zoology	4
	220	Invertebrate Zoology	4
		or	
	221	Vertebrate Zoology	4
	230	General Botany	4
	310	Cell Biology	3
	370	Plant Physiology	4
	380	Genetics	3
	*210	Field Biology	
		or	
	285	Field Zoology	
		or	
	290	Field Botany	3

*Field Biology 210 may be substituted with Field Zoology 285 or Field Botany 290. Biology 5 and 290 are taught during summer terms only.

eaching Field in Biology

ngle Teaching Field, Grades 9-12 — 46 sem. hrs.

quired in Biological Science

Biology	*219	General Zoology	4
	*220	Invertebrate Zoology	4
		or	
	*221	Vertebrate Zoology	4
	*230	General Botany	4
	*310	Cell Biology	3
	*370	Plant Physiology	4
	*380	Introduction to Genetics	3
	*210	Field Studies in Biology	3
		or	
	*285	Field Zoology	3
		or	
	*290	Field Botany	3

ectives in Biological Science — 4 sem. hrs.

quired Related Courses

Chemistry	*101, 102	General Chemistry	8
Physics	*101	Introduction to Physics	4
Geology	*102	General Geology	3
Science	431	Met. and Mat. in Teaching Science (offered only second semester of each year)	2

*Courses marked with an asterisk must be completed prior to admission to the Initial Per- rmance Practicum.

**Field Biology 210 may be substituted with Field Zoology 285 or Field Botany 290. Both of ese courses are taught during summer term only.

Chemistry

Three programs are available for students who wish to specialize in chemistry:

(1) The B.S. degree with a major in chemistry provides a well-balanced program of urses in the major fields of chemistry, as well as mathematics and physics. A student

completing this program will be able to compete with graduates of most colleges an universities for positions in industry, federal agencies, and graduate schools i chemistry.

(2) The B.A. degree in chemistry includes a less rigorous grounding in mathemati but provides background suitable for employment in chemical or health-related age cies or industrial laboratories. It is an ideal pre-medical curriculum or it can provide stepping stone to graduate school in biochemistry, pharmacology, or related fields.

(3) The B.A. in Education with a teaching field in chemistry equips the graduate t teach chemistry in any secondary school or to pursue graduate studies in Science Educ tion.

Bachelor of Science Degree

Major — 64-67 sem. hrs

Required Courses — 44 sem. hrs

Chemistry	105, 106	Chemical Principles	10
	205	Analytical Chemistry	4
	206	Instrumental Analysis	5
	305, 306	Organic Chemistry	10
	405, 406	Physical Chemistry	8
	440	Intermediate Organic Chemistry	3
	450	Intermediate Inorganic Chemistry	3
	460	Seminar	1

Related courses — 20-23 sem. hrs

Physics	101, 102	Introduction to Physics	8
Mathematics through Calculus III			12-15

Bachelor of Arts Degree

Major — 54 sem. hrs

Required Courses — 39 sem. hrs

Chemistry 105, 106, 205, 206, 305-306 (10 sem. hrs.)
340, 440, 450, 460

Related courses — 15 sem. hrs

Physics 101, 102
Mathematics 112, 115

Minor — 19-20 sem. hrs

Required Courses

Chemistry 105, 106 and either 205, 206 or 305, 306 (10 hrs.)

Teaching Field in Chemistry

Single Teaching Field, Grades 9-12 — 36 sem. hrs

Chemistry	*105, 106	Chemical Principles	10
	*205	Analytical Chemistry	4
	*206	Instrumental Analysis	5
	*305	Organic Chemistry	4
	*340	Physical Approach to Modern Chemistry	3
Physics	*101, 102	Introduction to Physics	8

Science	*431	Meth. and Mat. in Teaching Science (offered only second semester each year) 2
Chemistry	101, 102	
	103	may be substituted for 105, 106 in all programs.

*Courses marked with asterisk must be completed prior to admission to the Initial Performance Practicum.

Geology

Geology is offered as a fulfillment of the General Studies requirement and as an integral part of various science-oriented teaching fields.

Mathematics

Students who major in Mathematics may satisfy the requirements for at least one of four options: (1) The Bachelor of Arts in Mathematics as preparation for graduate study in Mathematics. (2) The Bachelor of Science in Mathematics as a preparation for work in computing or for graduate study in computer science. (3, 4) The Bachelor of Arts in Education (with a single teaching field or a subject specialization) as preparation for teaching Mathematics.

Math 116, 315, 316, and 361 are included in the requirements of each of the first three options and should be completed early in the programs.

It is expected that students will present a minimum of four units of high school mathematics including two units of algebra, one unit of integrated geometry (or equivalent), and a fourth unit requiring algebra and geometry as prerequisites. Students who present less than this expected preparation may be required to complete appropriate lower level courses in addition to the state requirements.

Students should consult with their adviser concerning credit for prerequisites and special examinations for course credit. (See advanced standing credit.)

Major (B.A. Degree) **30 sem. hrs.**

Required Courses **21**

	116	Calculus I 4
	315	Calculus II 4
	316	Calculus III 4
	361	Abstract Algebra 3
	391	Introduction to Analysis 3
	401	Differential Equations 3
Electives in Mathematics 9		
(To be selected by student and adviser)		

Major (B.S. Degree) **30 sem. hrs.**

Required Courses **21**

	116	Calculus I 4
	315	Calculus II 4
	316	Calculus III 4
	335	Probability and Statistics 3
	361	Abstract Algebra 3
	362	Linear Algebra 3
Electives in mathematics 6		
(To be selected by student and adviser)		

Related Courses 3
EDP 103 FORTRAN Programming I 3

Minor **21 sem. hrs**

Required 116, 315, 316 12
Electives to be selected with adviser's approval. Three courses from the following with at least one from each group 9

Group I

335 Probability and Statistics I 3
336 Probability and Statistics II 3
342 Numerical Analysis 3
362 Linear Algebra 3
401 Differential Equations 3

Group II

200 Mathematical Logic 3
206 Introduction to Theory of Numbers 3
361 Abstract Algebra 3
391 Introduction to Analysis 3
411 Advanced Calculus 3

Teaching Field in Mathematics

Mathematics Subject Specialization 5-8 **15 sem. hrs.**

Math 210 Mathematics for Elem. Teachers II 3
115 Intermediate Mathematics II 4
372 Modern Geometry
or
323 Mathematics for Elem. Teachers III 3
212 Sets, Relations and Functions
or
361 Abstract Algebra 3
431 Methods and Materials in Teaching Mathematics ... 2

Single Teaching Field 5-12 **33 sem. hrs.**

115 Intermed. Math II 4
116 Calculus I 4
315 Calculus II 4
316 Calculus III 4
361 Abstract Algebra 3
372 Modern Geometry 3
431 Meth. and Mat. Teaching Math 2

Electives from the following courses 9
200 Mathematical Logic 3
201 Mathematical Logic 3
206 Intro. to Theory of Numbers 3
212 Sets, Relations, and Functions 3
214 History of Math 3
335 Probability and Statistics 3
342 Numerical Analysis 3
362 Linear Algebra 3
375 Topology 3
391 Intro. to Analysis 3
411 Advanced Calculus 3
413 Intro. to Complex Variables 3

Physics—Physical Science

The Department of Physics-Physical Science offers a minor field for students obtaining a Bachelor of Science or a Bachelor of Arts degree. Instruction is offered for students entering professions where a fundamental knowledge of physics is required.

A B.A. in Education degree with a specialization in secondary-school physics is offered with emphasis on promoting inquiry and further study as competency in teaching.

Minor, B.A. and B.S. Degrees — 31 hours

Required Courses

Physics 101, 102, and 310
Physics 320, 321, or 420, 421
Physics 340
Mathematics 112, 115, and 116

Teaching Fields in Physics and General Science

Single Teaching Field

Physics Single Teaching Field, grades 9-12 — 33 sem. hrs.

Chemistry	*101	General Chemistry	4
	*102	General Chemistry	4
Physics	*101	Introduction to Physics	4
	*102	Introduction to Physics	4
	201	Demonstrations in Physics	2
	*310	Electricity and Electronics	4
		Electives	9
		Physics 6-9 hrs.	
		Chemistry 0-3 hrs.	
Science	431	Methods and Materials in Teaching Science (offered only second semester of each year)	2

General Science Single Teaching Field 5-12 — 35 sem. hrs.

Biology	*101 and 102 or 103	8
Chemistry	*101-102	8
Geology	*101-102	6
Physics	*101-102	8
	*202	3
Phys. Sci.	431	2

General Science, Subject Specialization 5-8 — 31 sem. hrs.

Phys. Sci.	*100	2
	*103	2
	*105	2
Biology	*101 and 102 or 103	8
	*210 or 285 or 290	3
	*170	4
Phys. Sci.	*201-202	6
	*412	2
	431	2

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.









Social Science

(Criminal Justice, Geography, History, Philosophy, Political Science, Psychology, Social Studies, and Sociology)

Criminal Justice

(Bachelor of Science)

Required Courses **128 hours**

Required Criminal Justice **15 sem. hours**

C.J.	100	Intro. to Criminal Justice	3
	206	Introduction to Corrections	3
	212	Abnormal Behavior & Crisis Intervention	3
	240	Adjudication Process	3
	320	Criminology	3

General Studies Requirements **36 sem. hours**

The following courses in Social Studies are recommended:

History	108	United States History II	3
Pol. Sci.	103	American Government	3
Psychology	101	Intro. to Psychology I	3
Sociology	110	Introductory Sociology	3

Required Courses in Allied Health **4 sem. hours**

EMS	101	Techniques of Emergency Medical Services	4

Required Courses in Human Behavior and Social Environment **21 sem. hours**

Geography	315	Urban Geography	3
History	343	Urban History	3
Pol. Sci.	204	Intro. to Public Administration	3
	205	State and Local Government	3
	304	American Const. Government and Law	3
	404	Civil Liberties in the U.S.	3
Psychology	210	Personal Adjustment	3
	230	Social Psychology	3
	250	Community Psychology	3
	494	Interpersonal Dynamics	3
Sociology	200	Social Problems	3
	310	Sociology of the Family	3
	340	Juvenile Delinquency	3
	450	Minority Groups	3

Criminal Justice Concentration (Select One)* **30 sem. hours**

Law Enforcement—General **30 sem. hours**

C.J.	101	Police Operations	3
	201	Traffic Law Enforcement	3
	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	2
	209	Firearms	2
	210	Firearms Lab	1

C.J.	236	Criminal Investigation	3
	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	310	Public and Police Administration	3
	316	Community Relations in Crim. Justice	3
	335	Analysis of Police Operations	3
	340	Laws of Arrest, Search & Seizure	3
	350	Group Techniques	3
	365	Licit and Illicit Drugs	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3
	425	Evaluation of the Criminal Justice System	3
Approved Criminal Justice Electives			6

or

Security **30 sem. hours**

C.J.	200	Criminalistics	3
	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	3
	209	Firearms	2
	210	Firearms Lab	1
	236	Criminal Investigation	3
	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	315	Business and Industrial Security	3
	340	Laws of Arrest, Search & Seizure	3
	365	Licit and Illicit Drugs	3
Saf	235	Fire Prevention and Inspection	3
C.J.	410	Research in Criminal Justice	3
	411	Field Practicum	3
	425	Evaluation of the Criminal Justice System	3
Approved Criminal Justice Electives			6

or

Corrections **30 sem. hours**

C.J.	202	Principles of Criminal Law I	3
	204	Police Defense Tactics	3
	209	Firearms	2
	210	Firearms Lab	1
	236	Criminal Investigations	3
	246	Criminal Evidence and Procedure	3
	302	Principles of Criminal Law II	3
	340	Laws of Arrest, Search & Seizure	3
	350	Group Techniques	3
	355	Analysis of Correctional Operations	3
	360	Community Based Corrections	3
	365	Licit & Illicit Drugs	3
	401	Independent Studies	1-3
	410	Research in Criminal Justice	3
	411	Field Practicum	3
	420	Juvenile Justice Process	3
	425	Evaluation of the Criminal Justice System	3
Psy.	210	Personal Adjustment	3
Approved Criminal Justice Electives			6

Criminal Justice Elective Courses (other than required in concentration) 4-7 sem. hours

Minor **18 hours**

Minor in Political Science, Psychology or Sociology recommended.

Geography

Geography minors have the opportunity to (1) acquire an introductory background of geography, (2) analyze and explain the interrelations between man and the environment including the physical, cultural, economic, political activities, and problems, the resource base, and (3) study spatial variations in physical, social, economic and political phenomena of major world regions.

Minor B.A. and B.S. Degrees **18 sem. hrs.**

Required Courses in Geography

210	Introduction to Geography	3
305	Economic Geography	3
315	Urban Geography	3
Electives	Any other courses in Geography, Geology 101	9

History

Every field of thought and activity has a history, which is the pattern of its development through time. The work of the historian is to discover patterns of development and to combine them into a coherent exposition and interpretation of human existence. This is done by reasoning inductively from evidences of the past, such as written documents, verbal testimony, and significant physical remains.

The great advances of historical study are:

(1) Emphasis on developmental and evolutionary aspects of human experience.
(2) Examination of many different fields of human activity.
(3) Freedom to select from insights and methods of many other fields.

Major **36 sem. hrs.**

Required Courses

107, 108	United States History	6
111, 112	History of Civilization	6
	History Electives	24

Twenty-four semester hours in history are to be elected with the adviser's approval and must include at least one course from each of the three groups listed below.

Minor **24 sem. hrs.**

Required Courses

107, 108	United States History	6
111, 112	History of Civilization	6
	History Electives	12

Group I. United States History

302	West Virginia	3
312	Diplomatic History of the United States	3
315	Colonial America	3
316	The American Federal and National Period	3
317	Civil War and Reconstruction	3
318	Gilded Age to the Great Crash	3
319	Recent America	3
320	American Economic History	3
326	American Constitutional Development	3
371	Social History of the United States	3
373	Social History of the American Woman	3

380	Afro-American History and Culture	3
381	Black Man In America	3
390	The Ecology of Man	3

Group II. Topical Studies in World History

250	History of Technology	3
331	Revolutions in History	3
342	Military and Diplomatic History	3
343	Urban History	3
344	Great Leaders of the 20th Century	3
375	Philosophy of History	3

Group III. World—Regional Histories

A. *Western Europe*

305	England	3
325	Medieval Europe	3
330	Early Modern Europe	3
340	Modern Europe	3
341	Recent Europe	3
376	Civilization—A Personal View	3

B. *Eastern Europe*

453	Russia	3

C. *Africa*

355	History of Africa	3

D. *Latin America*

352	History of Latin America	3
455	ABC Powers of Latin America	3

E. *Asia*

424	History of Asia I	3
425	History of Asia II	3

F. *Area Study*

410	Area Study	3

Philosophy

Philosophy is neither dogma, nor advice for daily living, nor a body of comforting truisms and witty generalizations. Neither is philosophy an attempt to simplify reality, to transform it, nor to explain it away. Rather, philosophy examines the premises on which systematic thought may rest; it explores the types of thought that may be produced in such areas of concern as ethics, politics, aesthetics, metaphysics, and epistemology; and it evaluates the advantages and penalties inherent in various modes and systems of thought. Thus philosophy encourages the thinking person to think well; to develop self-conception and world-view, values, expectations, commitments and loyalties in a rational and realistic manner.

Minor B.A. and B.S. Degrees **15 sem. hrs.**

Required Courses

200	Introduction to Philosophy	3
250	Great Philosophers	3
	Philosophy Electives	9

Political Science

The political science curriculum is designed to provide an understanding of the political process in its many manifestations, including among other things: (1)

the structure of the government institutions; (2) the political behavior of individuals and groups; (3) the study of public problems characteristic of modern societies; and (4) a consideration of the interrelationships of institutions at different levels of our own government as well as those of others.

The principal objectives of the Department of Political Science are: (1) to lay the basis for an understanding of governmental and administrative processes for those individuals planning public service careers in national, state, or local government; (2) to convey a facility for the substance and methods of the study of government and politics as preparation for graduate work in political science or public administration; and (3) to provide thorough pre-professional training for those students anticipating law school.

Courses offered in the department allow students to concentrate in broad fields and to develop more specialized programs reflecting their particular interests. Generally, 100-200 level courses are survey courses and 300-400 level courses are specific topic courses. While both the major and minor in political science typically consist of necessary introductory work, the departmental faculty strongly urges students to take 240 and 470. Programs should be planned in consultation with an adviser, and students are encouraged to explore a variety of courses.

Major **30 sem. hrs.**

Required Courses

103	American National Government	3
200	Introduction to Political Science	3
	Electives in Political Science	24

Minor **18 sem. hrs.**

Required Courses

103	American National Government	3
200	Introduction to Political Science	3
	Electives	
	Any other Political Science Courses	12

Psychology

The psychology curricula represents the dynamic flux that psychology, the science of behavior, holds in the evolution of academia and society. Through three alternative tracks for a Bachelor of Science Degree and varied course offerings, the curricula meet the demands of majors, minors, the campus community, and the community beyond the campus.

While only one Bachelor of Science Degree in psychology is conferred, there are three alternative tracks from which a major may be chosen.

The general program for majors or minors provides students a sound background of course work in basic psychology that is an excellent preparation for graduate school in psychology or allied behavioral sciences. Further, these courses fulfill a need for understanding and information sought by students and community members dealing with problems of both personal and societal adjustments. There is a minor offered with this track of the curriculum.

The technical programs offer a preprofessional degree in either Community Service or Industrial-Personal Psychology. These programs, founded upon basic psychology courses from the General Program, develop marketable skills that prepare the graduate for a career in the use of psychological techniques and principles applied to the community and industrial situations. There is no minor offered with these tracks.

Students interested in psychology as a major should consult a member of the psychology department during their freshman year for assistance in proper pacing and selection of electives.

Bachelor of Science Alternative Tracks

A. General Major — 37 sem. hrs.

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
*230	Social Psychology	3
240	Statistics	4
300	Abnormal	3
310	Experimental	3
330	Developmental	3
350	Physiological	3
370	Theories of Learning	3
400	Psychological Assessment	3
460	Seminar	3

B. Industrial—Personnel Major — 46 sem. hrs.

Required General Courses — 31 sem. hrs.

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
*230	Social Psychology	3
240	Statistics	4
260	Industrial and Personnel	3
310	Experimental	3
360	Human Learning	3
400	Psychological Assessment	3
460	Seminar	3

Required Technical Courses — 15 sem. hrs.

481	Methods I	3
483	Methods II	3
485	Advanced Psychometrics	3
487	Practicum I	3
489	Practicum II	3

*For credit towards a degree or minor in Psychology, this course must be registered under Psychology 230 Credit for both Psychology and Sociology is not permitted.

C. Community Service Major — 52 sem. hrs.

Required General Courses — 28 sem. hrs.

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
210	Personal Adjustment	3
240	Statistics	4
250	Community Psychology	3

300	Abnormal	3
330	Developmental	3
400	Psychological Assessment	3
460	Seminar	3

Required Technical Courses **12 sem. hrs.**

491	Psychopathology of Childhood and Adolescence	3
493	Aging	3
495	Delinquency	3

Any two of the above three

497	Practicum I	3
498	Practicum II	3

Required Elective Courses **12 sem. hrs.**

Usually courses from disciplines outside of Psychology. Electives decided upon in consultation with consent of adviser.

Psychology Minor

While the Psychology minor may interest many as a form of intellectual serendipity or in an inappropriate attempt at self-understanding, its greatest strength and usefulness is a well-coordinated adjunct to the declared discipline of intense study. The psychology curriculum is varied enough that certain courses can offer valuable insights into the relationships between a given major and human behavior. To insure the selection of relevant courses, students interested in obtaining a psychology minor should discuss their plans with a psychology faculty member before completing more than 9 hours in psychology. Although this is not an institutional requirement, it is in the interest of the student to do so.

Minor **18 sem. hrs.**

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
Any two courses from the 200 level		6
Any two courses from the 300 or 400 levels		6

Social Studies

The Social Studies program (comprehensive and subject specialization) is intended primarily for students preparing to teach in the elementary or secondary schools and can be selected only by those seeking a B.A. in Education degree. It is designed to provide an interdisciplinary foundation necessary for teachers entering an integrated social studies program. Students desiring to teach a particular subject such as history, for example, should determine the preparation desirable and augment their program with appropriate elective hours.

Teaching Field in Social Studies

Social Studies Comprehensive 5-12 **57 sem. hrs.**

Core Courses

History	107, 108	6
	111, 112	6

History	302	3
	319	3
	341	3
Sociology	110	3
	200	3
	301	3
Pol. Sci.	103	3
	200	3
Geography	210	3
	305, 315, 330, 340, 350, 360, 370	3
Economics	200	3
Soc. Sci.	*499	3
	*431	2

In addition, student-teachers are to choose one of the following options:

Option 1. Social Science Advanced Studies **9 sem. hrs.**

These advanced studies in the social sciences allow prospective teachers to explore, understand, and practice the state guidelines for teacher education and the corresponding competencies in greater depth than in introductory core courses. These may be chosen from:

Economics 202, 301, 302, 303
Geography 305, 315, 340, 350, 360, 370
History—All courses except 410
Philosophy—6 hours maximum—200, 250, 300, 325, 350, 375
Political Science 201, 203, 205, 303, 304, 305, 310, 404, 410, 411, 412, 413
Psychology 101, 102, 210, 230, 250, 300, 330, 393, 410, 491, 493, 494, 495
Sociology 230, 310, 330, 340, 430, 450

Option 2: A second teaching field outside the social sciences, grades 5-8, 5-12.

Social Studies Subject Specialization 5-8 — 41 sem. hrs.

May be added to Multi-Subjects only.

History	107, 108	6
	111, 112	6
	302	3
	319	3
	341	3
Geography	210	3
Pol. Sci.	103	3
Sociology	110	3
Economics	200	3
Sociology	301	3
Social Studies	431	2
Soc. Sci.	499	3

Social Studies Subject Specialization, grades 5-8 — 42 sem. hrs.

May be added to 5-12 or 9-12 only.

History	107, 108	6
	111, 112	6
	302	3
	319	3
	341	3
Geography	210	3
Pol. Sci.	103	3
Sociology	110	3
Economics	200	3

*Social Science 431 will be offered only in the spring semester; 499, only in the fall semester.

Sociology	301	3
Soc. Sci.	499	3

In addition, choose one of the following:

History or Sociology	381	3
History	373	3
	371	3
	331	3
Sociology	200	3
Pol. Sci.	200	3
	305	3
Pol. Sci. and Psychology	393	3
Pol. Sci.	404	3

Social Science 431 will be offered only in the spring semester.

Sociology

General Emphasis Program

The General Emphasis Program will expand a student's ability to question and understand various forms of social interaction in social and cultural systems. Here the department will provide knowledge of the substantive areas of sociology and anthropology, the use of concepts and research techniques of sociological investigation, and background in sociological theory.

Major, General Emphasis — 30 sem. hrs.

Required Courses

110	Introductory Sociology	3
200	Social Problems	3
240	Nonparametric Statistics	3
301	Anthropology	3
460	Methods of Social Research	3
470	Sociological Theory	3

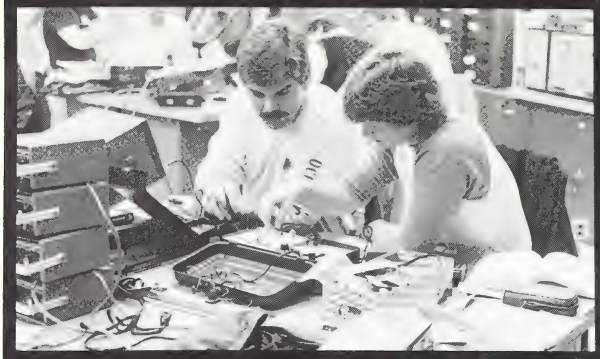
Electives in Sociology — 12

Minor, General Emphasis — 18 sem. hrs.

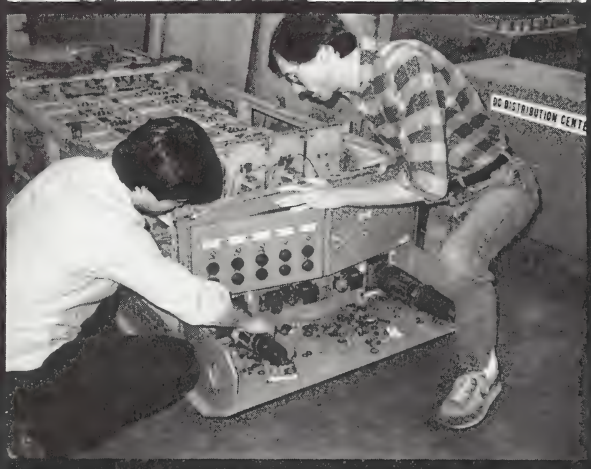
Required Courses — 9

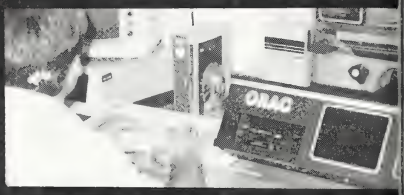
110	Introductory Sociology	3
200	Social Problems	3
301	Anthropology	3

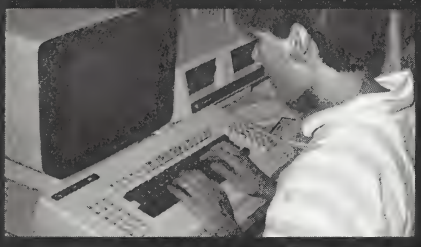
Electives in Sociology — 9






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Technology/Home Economics

Engineering Technologies
Bachelor of Engineering Technology

Students working toward the Bachelor of Engineering Technology degree will be primarily concerned with applying established scientific and engineering knowledge and method. A strong background in mathematics and science is recommended for entry into this program. The curriculum, including general education courses in business, the humanities, science and math, emphasizes the relationships of the various disciplines to technological processes in industry.

Bachelor of Engineering Technology

General Requirements for all Concentrations — **33 sem. hrs.**

English

104	Written English	3
108	Advanced Written English	3
109	Technical Report Writing	3
250	Survey of English Literature	3
260	Survey of American Literature	3

Social Science (any 12 sem. hrs.)

200	Economics	3
210	Geography	3
101	Psychology	3
103	Political Science	3
110	Sociology	3
107, 108, 111, or 112	History	3

Fine Arts

100	Speech	3
205	Music Appreciation	2
	or	
207	Beginning Recorder	2
	or	
255	Art Appreciation	2

HPER

Physical Education (any basic activity course)		1

Architectural Engineering Technology — 132 sem. hrs.

Requirements—Architecture — **99 sem. hrs.**

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
Arc	200	Graphics	3
	210	Design I	4
	230	Architectural History I	3
	250	Design II	4
	260	Architectural History II	3
	310	Construction Details	4
	400	Design III	4

Arc	410	Design IV	4
	420	Urban Design	3
	430	Mechanical and Electrical Systems	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	310	Structural Analysis and Design	3
Mec	200	Strength of Materials	4
Drf	215	Architectural Drafting	4
Art	140	Art Structure and Applied Design	3
	142	Drawing	3
Hm Ec	251	Applied Design	2
Technology Electives (Adviser approved)			6

Civil Engineering Technology — 133 sem. hrs.

Requirements—Civil — 100 sem. hrs.

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mfg	250	Personnel Problems and Labor Relations	3
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
Saf	201	Occupational Safety	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	240	Surveying II	4
	260	Fluid Mechanics and Hydraulics	3
	300	Highway Design and Transportation	3
	310	Structural Analysis and Design I	3
	320	Construction Planning, Estimating and Contracts	3
	350	Soils and Foundation Design	3
	440	Structural Analysis and Design II	3
		or	
	460	Water and Waste Water Technology	3
Mec	200	Strength of Materials	4
Mfg	300	Engineering Economy	3
Drf	235	Technical Drafting	3
Technology Electives (Adviser approved)			6

Electronics Engineering Technology — 131 sem. hrs.

Requirements—Electronics — 98 sem. hrs.

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Saf	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Ele	100	Circuit Analysis I	3

Drf	100	Engineering Graphics	3
Ele	200	Electronics Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3
	260	Communications Systems	3
	270	Microcomputer Systems	3
	300	Advanced Linear Electronics	3
	310	Advanced Microcomputer Systems	3
	400	Senior Electronics Project	3
	410	Data Acquisition and Control Systems	4
Technology Electives (Adviser approved)			12
General Electives (Adviser approved)			12

Graphic Communications Technology — 129 sem. hrs.

Requirements—Graphic Communications — 96 sem. hrs.

Phy Sci	104	Physics	2
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Bus	141	Business Math	3
Acct	201	Principles of Accounting	3
Drf	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	250	Graphic Communications Practicum	6
	270	Screen Printing	3
	300	Basic Photography	3
	310	Advanced Continuous Tone Photography	3
	320	Image Transfer Mechanisms II	3
	330	Layout and Design II	3
	340	Image Assembly II	3
	410	Printing Techniques	3
	420	Computer Applications to Graphic Communications	3
Mgt	305	Small Business Management	3
	309	Principles of Management	3
Bus Ed	101	Beginning Typewriting or	
	102	Intermediate Typewriting/Keyboarding	2/3
Technology Electives (Adviser approved)			11/12

Minor—Graphic Communications Technology — 21 sem. hrs.

GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	220	Estimating and Cost Analysis	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	300	Basic Photography	3

Manufacturing Engineering Technology — 133 sem. hrs

Requirements—Manufacturing — 100 sem. hrs

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
Mfg	200	Welding	4
	210	Machine Shop	3
	220	Metallurgy	2
	230	Advanced Welding	3
	240	Manufacturing Processes	4
	300	Engineering Economy	3
	310	Plant Layout and Production Control	2
	400	Time and Motion, Quality Control	2
Drf	255	Tool Design	4
Ele	210	Circuit Analysis II	3
	250	AC-DC Machinery and Controls	3
Mec	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3
Technology Electives (Adviser approved)			3

Mechanical Engineering Technology — 130 sem. hrs

Requirements—Mechanical — 97 sem. hrs

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
Mec	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3
	300	Thermodynamics II	3
	320	Dynamics	3
	330	Heat Transfer I	3
	340	Heating, Air Conditioning and Ventilation	3

Mec	400	Mechanical Measurements	3
	410	Thermodynamics III	3
	430	Heat Transfer II	3
Ele	250	AC-DC Machinery and Controls	3
Technology Electives (Adviser approved)			9

Mining Engineering Technology — 135 sem. hrs.

Requirements—Mining — **102 sem. hrs.**

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	102	Introduction to Physics	4
Chem	101	General Chemistry	4
	102	General Chemistry	4
Geo	101	General Geology	3
EDP	100	Introduction to Electronic Data Processing	3
Saf	200	Safety Supervision	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
Min	101	Mining Orientation and Computation	1
	200	Mining Methods, Safety and Laws	2
	210	Coal Analysis, Sampling and Preparation	3
	220	Mine Mapping and Surveying	3
	240	Mine Ventilation and Drainage	2
	310	Coal Mine Environment and Ground Control	3
	320	Mine Layout	3
	330	Mining Machinery and Maintenance	3
	410	Advanced Mining Systems and Operations	3
Civ	200	Surveying I	4
Ele	250	AC-DC Machinery and Controls	3
Mfg	300	Engineering Economy	3
	420	Heavy Equipment and Fabrication	3
Mec	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
Technology Electives (to be selected from):			6
Bus or Mgmt	310		3
or Mgmt	308		3
or Mgmt	309		3
Min	400		3
Mec	240		3
Mec	320		3
Civ	240		3
Civ	320		3

Safety Engineering Technology — 129 sem. hrs.

Requirements—Safety — **96 sem. hrs.**

Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chem	101	General Chemistry	4
	102	General Chemistry	4

EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
Tec	300	Engineering Analysis II	4
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
Saf	200	Safety Supervision	3
	210	Disaster Preparation and Emergency Systems	3
	220	Environmental Hazard Control	3
	230	Introduction to Industrial Hygiene	3
	235	Fire Prevention and Inspection	3
	240	Safety Engineering Design	3
	250	Safety Legislation and Compliance Operations	3
	300	Managing and Evaluating Safety Programs	3
	310	Human Factors in Accident Prevention	3
	400	Industrial Hygiene Controls	3
Mec	200	Strength of Materials	4
Bus	310	Statistics	3
Saf Ed	101	First Aid	2
Technology Electives (Adviser approved)			6

Technology Electives

Any technology course may be used as an elective with adviser approval. Electives may also be selected from the following list:

Tec	100	Technology and Society	2
	199	Special Topics	1-3
	250	History of Technology	3
	299	Special Topics	1-3
	310	Man and Technology	3
	393	Future of Man	3
	399	Special Topics	1-3
	400	Work Experience Seminar	4
	401	Work Experience Lab	8
	410	Guided Design Seminar	1-4
	499	Special Topics	1-3

Minor B.A. and B.S. Degree — 23 sem. hrs.

Ele	100	Circuit Analysis I	3
Mat	100	Materials and Processes	3
Drf	100	Engineering Graphics	3
Saf	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Technology Electives (Adviser approved)			8

Teaching Fields in Technology

I.A. Technology—Comprehensive 5-12 — 48-54 sem. hrs.

Required Courses

Tec	100	Technology and Society	2
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Civ	100	Wood Technology	3
Drf	100	Engineering Graphics	3
Gct	100	Graphic Communications Processes	3
Tec	202	Transportation I	4
	301	Communication	4

Tec	302	Production	4
	303	Transportation II	4
	450	Multiple Activities	4
	431	Methods and Materials for Teaching Industrial Arts	2
Math	101	Applied Technical Math I	3

Specializations (Select Two)

Graphic Arts **12 sem. hrs.**

Gct	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3

Woods **9 sem. hrs.**

Civ	205	Furniture Construction and Design	2
	215	Wood Finishing	2
	225	Cabinet Construction and Design	2
	235	Advanced Woods	3

Power **12 sem. hrs.**

Mec	105	Engine Theory	4
	205	Carburetors and Ignition Theory	4
	115	Power Transfer Theory	4
or			
	215	Hydraulics and Suspension Systems	5

Drafting/Design **11 sem. hrs.**

Drf	215	Architectural Drafting	4
	235	Technical Drafting	3
	255	Tool Design	4

Construction **15 sem. hrs.**

Civ	210	Light Construction	4
	200	Surveying I	4
	220	Construction Materials and Methods	3
Mec	200	Strength of Materials	4

Electronics **11 sem. hrs.**

Ele	210	Circuit Analysis II	2
	220	Linear Electronics	3
	230	Digital Electronics	3
	250	AC-DC Machinery and Controls	3

Metals **11 sem. hrs.**

Mfg	200	Welding	4
	210	Machine Shop	3
	240	Manufacturing Processes	4
or			
	230	Advanced Welding	3

B.A. Technology—General Shop 5-12 **39 sem. hrs.**

Tec	100	Technology and Society	2
Mat	100	Materials and Processes	3
Ele	100	Circuit Analysis I	3
Civ	100	Wood Technology	3
Drf	100	Engineering Graphics	3
Gct	100	Graphic Communications Processes	3
Tec	202	Transportation I	4
Tec	301	Communication	4
	302	Production	4
	303	Transportation II	4
	450	Multiple Activities	4

Tec	431	Methods and Materials for Teaching Industrial Arts	2
Math	101	Applied Technical Math	3

I.A. Technology—General Shop 5-8 **28 sem. hrs.**

Gct	100	Graphic Communications Processes	3
Civ	100	Wood Technology	3
Tec	202	Transportation I	4
	301	Communications	4
	302	Production	4
	303	Transportation II	4
	450	Multiple Activities	4
	100	Technology and Society	2

Occupational Health

(Bachelor of Science)

The focus of the degree program is nurtured by the Occupation Safety and Health Act of 1970 as a result of the growing concern regarding the number and severity of occupationally related injuries and illnesses.

As indicated by statistics on the incidence and severity of injuries and illnesses and also by studies in the area of illness and injury prevention, it is evident that safe and healthful working environments and practices do not occur spontaneously, nor by application of "common sense." Specialized help must be available if the incidence of illness and injury is to be reduced.

The primary objective of the proposed program of study is to satisfy the manpower requirements for industrial hygienists in the manufacturing industries of West Virginia.

Total Semester Hours **128-130 sem. hrs.**

Required Related Courses **60-62 sem. hrs.**

Math			
	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Science			
	101, 102, 103, 170	Biology	15
	101, 102, 103 or 105, 106	Chemistry	10-12
	205	Chemistry	4
	305, 306	Chemistry	8
	101, 102	Physics	8
Economics			
	200	Economics	3
EDP			
	100	Electronic Data Processing	3
English			
	109	Technical Report Writing	3
Technology			
Tec	290	Engineering Analysis I	4
	400	Work Experience Seminar	4
	401	Work Experience Laboratory	8
	499	Special Topics	1

Mfg	250	Personnel Problems and Labor Relations	3
Saf	201	Occupational Safety	3
	220	Environmental Hazard Control	3
	230	Intro. to Industrial Hygiene	3
	320	Toxicology	3
	400	Industrial Hygiene Controls	3
	420	Industrial Hygiene Applications and Practices	3
	430	Epidemiology and Statistics	3

Note: Chemistry 101—4 hrs., 102—4 hrs., and 103—4 hrs. may be substituted for Chemistry 05 and 106.

Home Economics

Home Economics is defined as the study of human and material forces that affect amilies and individuals and the interaction between these forces. It is a profession aving a dual role; first, developing concepts, skills and values that contribute to a re- arding and satisfying life and secondly, utilizing these skills for gainful employment. It as synthesized knowledge from its own research and from the physical, biological and ocial sciences and will apply this knowledge to the improvement of human life. A road based program is needed for Home Economics at the undergraduate level in- luding the areas of: clothing and textiles; human development and the family; foods nd nutrition; home management and consumer education; and housing, home furnish- ngs, and equipment. The supporting fields should provide a strong interdisciplinary ase in order that students may understand individuals and families in a contemporary ociety.

Curriculum for B.S. in Home Economics

Careers available for graduates of this program include home economist in home- aking, in business (private and public), in extension, in government, and in commu- ity service. It also serves as a background degree for a student who desires to do raduate work and become a specialist in child development, foods and nutrition, con- umerism and management, clothing and textiles, or housing and design.

Major **39 sem. hrs.**

Required Courses

Hm Ec	101	Principles of Clothing Construction	3
	103	Clothing Selection	2
	201	Principles of Food Selection and Preparation	3
	202	Meal Management	2
	210	Textiles	3
	251	Applied Design	2
	303	Nutrition	3
	310	Family Life Education	3
	312	Consumer Education	3
	315	Home Management	3
	316	Household Equipment	2
	318	Home Management Problems	2
	320	Home Planning and Furnishing	3
	330	Child Care and Development	3
	331	Adolescent Development	2

Required Related Courses **16 sem. hrs.**

Biology 101, 102 8
Chemistry 101, 102 General Chemistry 8

Minor **27 sem. hrs.**

Same requirements as listed under Home Economics Subject Specialization for grades 5-8 (omit Home Ec. 430 and Home Ec. 431).

Teaching Fields in Comprehensive Vocational Home Economics—Consumer and Homemaking Education

Students are prepared to teach in consumer homemaking programs, adult roles and functions, occupational education, and career education in secondary, post-secondary and adult levels.

Major **44 sem. hrs.**

Single Teaching Field, Grades 5-12

Required Courses, Consumer Homemaking Education

Clothing—Textiles
*101 Principles of Clothing Construction 3
*103 Clothing Selection 2
*210 Textiles 3
Human Development and the Family
*310 Family Life Education 3
*330 Child Care and Development 3
331 Adolescent Development 2
332 Child Development Problems 1
Foods—Nutrition
*201 Principles of Food Selection and Preparation 3
*202 Meal Management 2
*303 Nutrition 3
Home Management—Consumer Education
*312 Consumer Education 3
*315 Home Management 3
318 Home Management Problems 2
Housing, Home Furnishing, Equipment
*251 Applied Design 2
316 Household Equipment 2
*320 Home Planning and Furnishing 3
Education
430 Methods in Vocational and Adult Education 2
431 Methods and Materials in Teaching Home Economics 2

Subject Specialization 5-8 **26 sem. hrs.**

May be added to Multi-Subjects only.

103 Clothing Selection 2
201 Principles of Food—Selection and Preparation 3
*210 Textiles 2
251 Applied Design 2
303 Nutrition 3
*312 Consumer Education 2
*315 Home Management 2
320 Home Planning and Furnishing 3
330 Child Development 3
331 Adolescent Development 2
431 Methods and Materials in Teaching Home Economics 2

*Courses would have a variable credit value to two hours for the specialization program.

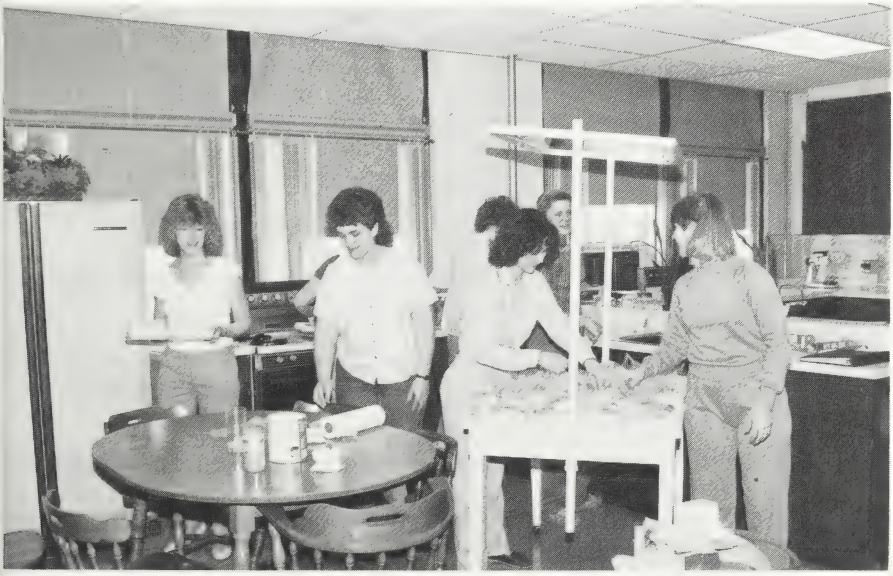
Subject Specialization 5-8 **29 sem. hrs.**

May be added to 5-12 or 9-12.

101	Principles of Clothing Construction	2
103	Clothing Selection	2
201	Principles of Food—Selection and Preparation	3
*210	Textiles	2
251	Applied Design	2
303	Nutrition	3
*310	Family Life Education	2
*312	Consumer Education	3
*315	Home Management	2
320	Housing and Home Furnishing	3
330	Child Development	3
**431	Methods and Materials in Teaching Home Economics	2

*Courses would have a variable credit value of two hours for the specialization program.

**Methods and Materials 431 would not be required for a specialization in a non-teaching program. (Bachelor of Science Minor)



Special Academic Programs

Interdisciplinary Degree

This program will lead to the degree Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies. It is designed to meet the needs of the student whose career and educational goals may not be satisfied by the major fields available at Fairmont State College. This degree allows more flexibility in programming and enables students to gain optimum benefit from the strengths of the institution as they apply to the chosen fields of study.

The Academic Affairs Control Committee, which is chaired by the Vice President for Academic Affairs, is responsible for the overall coordination and control of the program. Division heads and a Coordinating Committee comprised of faculty who hold the rank of assistant professor or higher and who have been approved by the division heads assist in implementing the program.

Students who are interested in this program should contact the Assistant to the Academic Vice President for further information.

Program Stipulations

Title: Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies (concentration).

Admission: Application to the program will be made between the end of the first semester and the beginning of the fifth semester of academic work. Students must have completed at least one semester of academic work as full-time students with an average of 2.0 or better.

Nature of Program:

a. It must contain a strong concentration of 48 semester hours, drawn from at least two disciplines of existing courses which form a logical selection of courses having a clear purpose and aimed at a specific learning outcome, *not* already represented among the major fields available at Fairmont State.
b. At least 24 hours must be taken after admission to the program.
c. The courses must be drawn from major bachelor programs or courses in an associate degree program which are part of the requirements for a baccalaureate degree.
d. Arranged classes are to be avoided.
e. At least one-half of the hours in the concentrated area must be at the upper division level.
f. Up to 12 hours may be earned by appropriate directed research, exhibition, performance, internship, or combination of these. This credit is subject to the existing regulations for similar experience; no experiential credit will be accepted.
g. All requirements of the B.A. or B.S. degrees will apply, including successful completion of the General Education segment, overall grade point average of 2.0, residency requirements, 128 hours required for graduation, and other stipulations to be found in the College catalog. General Studies requirements will be determined by the first concentration area.
h. Elective courses will be used to complete hours required for graduation.
i. Students who anticipate graduate school attendance should check appropriate catalogs to insure that they will qualify for admission.
j. Once a proposal has been approved, it may be amended only by approval.

Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree problem of their choice. At the time of making application, students must be enrolled at their home institutions on a full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived.

Regents Bachelor of Arts Degree Program

The Regents Bachelor of Arts Degree Program is a flexible nontraditional program designed for adults in the belief that they, in their maturity and responsibilities, are distinctly different in their needs. The program can be tailored to fit the needs of those who need a degree for career advancement, those who have an associate degree in a field in which there is no corresponding baccalaureate degree available or those who seek intellectual development and personal fulfillment. The Regents Degree has particular appeal for persons who completed some college work in past years but did not obtain a degree.

Admission

Application for admission should be made to the Coordinator, Regents B.A. Degree Program, Fairmont State College. Applicants must have graduated from high school at least four years before admission to the program. Persons with high school equivalency certificates may be admitted four years after their high school graduated. If an applicant has previous college credit, failing grades received four years or more before admission to the Regents program are disregarded.

Requirements

To quality for graduation, candidates must accumulate a total of 128 semester hours of credit with a quality point average of 2.00. At least 40 hours must be at the upper (300 or 400) level. There must be 36 semester hours of General Education in the four areas of (1) Communications, (2) Humanities, (3) Natural Sciences and Mathematics, and (4) Social Sciences, with a minimum of 6 hours in each area. At least 15 semester hours must be taken in the West Virginia state system of higher education. The Regents B.A. is an interdisciplinary degree with no major. The program can be tailored to meet the needs of individual students.

College-Equivalent Credit

A unique feature of the Regents Degree program is the possibility of obtaining college-equivalent credit. Credit may be awarded for learning which has taken place outside of a college if the learning is generally equivalent to that which results from a college course. The learning may have resulted from work experience, on-the-job training, personal study, the pursuit of hobbies, or from a formal vocational program offered outside of a college or university, such as a hospital nursing course or military service training courses. College-equivalent credit is not awarded for all learning or successful life experience, no matter how commendable that experience may be, but only for the acquisition of knowledge or skills equivalent to the knowledge or skills acquired in college courses. An applicant for college-equivalent credit will prepare a portfolio or folder in which is presented in writing a detailed description of the knowledge or skills believed to have been acquired outside of the college setting. Supporting documents such as job descriptions and certificates for the completion of training programs will be included. Directions for portfolio preparation are available for enrolled students. The portfolio will be reviewed by appropriate faculty members at Fairmont State College or by other experts if a field of study not offered by the College is involved. The faculty members will then recommend the hours of credit to be awarded by subject at the upper and lower levels, equating the credit when possible with existing Fairmont State course offerings. An assessment fee has been established by the Board of Regents for the assessment process and for the awarding of college-equivalent credit.

Pre-Professional Curricula

Dentistry	Medicine	Pharmacy	Physical Therapy
Law	Medical Technology	Journalism	

Since the majority of students doing such work will later enter the professional schools at West Virginia University, the courses have been prepared with the idea of meeting the requirements specified by university authorities for their own preprofessional students. Students expecting to enroll in other professional schools should procure a catalog from the school they expect to enter with advanced standing so that the course taken here will meet the requirements they need to meet. The preprofessional field adviser will assist students in making all necessary adjustments.

Pre-Medical and Pre-Dental Curriculum

Students planning to study medicine or dentistry should complete basic science courses as well as a broad range of general education courses with an average of B or better. A student should carefully consult the catalog of the professional school which he plans to attend. At West Virginia University, the School of Medicine requires a minimum of 90 semester hours of undergraduate work exclusive of physical education and ROTC courses for admission. Pre-medical students should work towards fulfilling the requirements for the Bachelor Degree in either biology or chemistry.

The School of Dentistry requires applicants to have completed three or more academic years of work in the liberal arts.

The following courses will meet the minimum requirements for admission to the Schools of Medicine and Dentistry at West Virginia University:

Biol. 219 and 220 or 221	8
Chem. 105, 106	10
Chem. 305, 306	8-10
Eng. 104, 108	6
Physics 101, 102	8

In addition, courses in the humanities and the social sciences are suggested in order to acquire a broadened intellectual background.

Pre-Pharmacy Curriculum

National requirements for the study of pharmacy require five years of study beyond high school. The curriculum requires the completion of two years of pre-pharmacy and three years of study and training in a professional school of pharmacy. Prospective pharmacy students should plan their programs in such a manner as to insure meeting requirements of the particular professional school of pharmacy to which they wish to transfer. The following two-year preparatory program is suggested:

Course	*First Year Hrs.*		*Second Year Hrs.*	
Biology 101, 102	4	4		
Chemistry 105, 106; 305, 306	5	5	4	4
Economics 201, 202			3	3
English 104, 108	3	3		
Math 112, 115*	3	4		
Physics 101, 102			4	4
Electives from Arts and Humanities	3	3	3	3
Electives from Social Sciences			3	3

*Math 116 and 315 are strongly recommended.

Pre-Medical Technology Curriculum

Medical technology is a four-year undergraduate program. The first two years may be taken at Fairmont State College. The entrance requirements of schools of medical technology throughout the nation vary considerably. Students should consult carefully the catalog of the school which they plan to attend. Students who have completed 64 semester hours including the following courses will be eligible for admission to the third year of the medical technology program at West Virginia University.

English	104, 108	Written English	6
Biology	101, 102	Introduction to Biology	8
Chemistry	105, 106	Chemical Principles	10
	205	Analytical Chemistry	8
	305, 306	Organic Chemistry	8
Physics	101, 102	Introduction to Physics	8
Mathematics	112	Intermediate Mathematics I or higher	3
Physical Education			1-2

Courses such as microbiology, biochemistry, and anatomy should not be taken prior to enrollment in the professional school.

Pre-Law Curriculum

Fairmont State College offers no distinct pre-law curriculum. Students who plan to attend law school usually major in history, political science, or business administration.

Pre-Journalism

The journalism minor may also be used in most cases as a pre-journalism curriculum by students planning to transfer at the beginning of their junior year. Students enrolled in

this program should consult the college where they will complete their degree for additional course requirements as Fairmont State does not have an articulation agreement with any school of journalism. The journalism coordinator should be consulted before enrolling in courses beyond the basic reporting course, Journalism 240.

In addition to the basic General Studies courses required for any four-year degree, pre-journalism students should enroll in courses listed with information about the journalism minor. (See page 78.)

Pre-journalism students must participate actively in the publication of the student newspaper, *The Columns,* and the yearbook, *Mound,* in order to receive departmental recommendation.

Pre-Engineering Curriculum

Students planning to study engineering should complete the following course work with a B average or better:

Mathematics	116, 315	8
Chemistry	105, 106	10
English	104, 108	6
Physical Education	100	2
Physics	101, 102	8
Social Science Elective		3
Technology	MEC 100, DRF 100	6
		43

Students are advised to carefully consult the catalog of the engineering school which they plan to attend as Fairmont State does not have an articulation agreement with any school of engineering.

Pre-Physical Therapy

This curriculum is designed to satisfy the course requirements for admission to the professional portion of the curriculum in physical therapy offered by the West Virginia University School of Medicine. The core curriculum requirements must be satisfied, and a total of 62 hours is required for admission to the first professional year. This suggested curriculum plan allows latitude in career choice and is basically compatible with various curricula in the arts and sciences.

First Year

First Semester		Second Semester	
English 104	3	English 108	3
Psychology 101	3	Psychology 102	3
Chemistry 105**	5	Chemistry 106**	5
Phys. Ed.	1	Phys. Ed.	1
Electives*	6	Electives*	6
	18		18

Second Year

First Semester		Second Semester	
Physics 101	4	Physics 102	5
Biology 101	4	Biology 102	4
Psychology 330	3	Psychology Elective	3
Psychology 240	3	Speech Comm. 100	3
Electives*	3	Electives*	3
	17		18

*All electives should be approved by the pre-physical therapy adviser.

**Chemistry 101 and 102 must be taken if the student has not had one unit of high school chemistry.



Education

(Early/Middle, Middle/Adolescent, and Special Education)

The education of teachers at Fairmont State College is designed to utilize the cooperative functions of the academic disciplines and the Division of Education. The College believes that adequate preparation for teaching requires a rich and comprehensive experience in general education, a concentration in at least one academic specialization and certain attitudes, knowledges, skills and performances which characterize effective teaching.

The role of today's teacher, as viewed by the College, has changed from that of a "purveyor of information" to a "manager of the learning environment." This change has resulted from integrating humanism and instructional technology to create a frame of reference in which the realization of individualized and personalized learning is paramount.

The overall objective of the College's teacher education program is to produce a graduate with enough experience and expertise to function effectively in the several differentiated roles required of most teachers in today's society. The prospective teacher at the College will actively observe and participate in the varied roles within the overall "manager model" context. The major determinant of the emphasis accorded each role will be determined primarily by the academic specialization the student is pursuing.

Teaching Curricula

Fairmont State College recommends for professional licensure only those persons who have graduated and have satisfactorily completed a teacher education curriculum approved by the West Virginia Board of Education. The College offers curricula in Early, Middle and Adolescent teaching, leading to the degree of Bachelor of Arts in Education. Students satisfactorily completing a teaching curriculum in a given area and have achieved passing scores on the PPST, ACT-COMP and appropriate N.E.S. content tests will qualify for a Professional Certificate, grades K-12, K-8, or 5-8, 5-12 or 9-12. Specializations which may be added include Early Education, Mentally Impaired, Behavior Disorders, Specific Learning Disabilities, Gifted Education and varied academic subject specializations. Students may choose, after consultation with their adviser, from the following programs:

Early/Middle Education

Students who are qualifying for teaching in an open or self-contained classroom grades K-8, shall complete the following:

I. **General Studies** (elementary)
II. **Professional Education**
III. **The Multi-Subjects Program***

Optional specializations which may be combined with Early/Middle education are:

1. Mentally Impaired (K-12)
2. Specific Learning Disabilities (K-12)
3. Behavior Disorders (K-12) (excludes Autism)
4. Gifted Education (K-8)
5. School Library-Media (K-12)
6. Middle School Specializations (5-8)

Art
French
General Science
Consumer and Homemaking Education
Industrial Arts/Technology
Language Arts
Mathematics
Oral Communications
Social Studies

Note: Student teaching is required in an approved open or self-contained classroom grades K-8 and in an approved classroom for each additional specialization. Some combinations may require more than eight weeks of student teaching.

*For specific program requirements and additional specializations, see the section of the catalog for the academic division which offers the program, e.g., Art 5-8, see Fine Arts Division.

Middle/Adolescent Education

Students who are qualifying for teaching in grades 5 through 12 shall complete the following:

I. **General Studies** (secondary)
II. **Professional Education**
III. **Specializations**
 a. One comprehensive specialization to teach in grades 5 through 12 the related subjects which comprise the comprehensive specialization.
 or
 b. Two single subject specializations for grades 5 through 12.
 or
 c. One single subject specialization for grades 5 through 12 and one specialization for grades 5 through 8.
 or
 d. One single specialization for grades 5 through 12 and a specialization K-12 in either School Library-Media or Physical Education.

Secondary Education students select from the following specializations:

1. **5-12 Comprehensive Specializations** (requires no other specializations)
 Business Education
 Consumer and Homemaking Education
 Industrial Arts/Technology
 Social Studies
2. **5-12 Single Specializations** (Requires a second specialization for 5-12, K-12, or 5-8)
 Art
 Behavior Disorders
 Biology
 Business Principles
 Chemistry
 English-Language Arts
 French
 General Science
 General Shop
 Gifted
 Journalism
 Mathematics
 Mentally Impaired**
 Oral Communications
 Physical Education
 Physics
 Secretarial Studies
3. **5-8 Specializations** (requires second specialization for 5-12, or K-12)
 Consumer and Homemaking Education
 Language Arts
 Social Studies
4. **K-12 Specializations** (requires second specialization for 5-8, 5-12, or K-12)
 School Library-Media*
 Physical Education

*The School Library-Media K-12 may be selected in combination with a specialization for classroom teaching in grades 5-12, 5-8, K-12, or Multi-Subjects K-8.

**The Mentally Impaired specialization K-12 may be used only in combination with Consumer and Homemaking Education, 5-12; Industrial Arts, 5-12; Multi-Subjects, K-8; Art K-12, P.E. K-12 or Music K-12.

Note: Secondary special methods and student teaching are required in all areas in order to be licensed.

The General Studies requirements for Early/Middle programs also fulfill competencies for the Multi-Subjects requirements and are included in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Student Teaching Experience

Student teaching is required in all curricula and is evaluated on a basis of Pass, Incomplete, or Fail. Students must attain a C average in the course work portion of the I.P.P. in order to be eligible for the student teaching experience. Students must complete student teaching or comparable experience at the developmental levels and in all of the teaching specializations in which they expect to be licensed. At the present time, student teaching experiences are provided in the surrounding public school systems. All such experiences are cooperatively administered by college and public school personnel. Due to the uniqueness of the off-campus student teaching experience, a student may be administratively removed, with cause.

National Evaluation Systems Content Test

Successful completion of the appropriate National Evaluation Systems Content Test(s) is a requirement for graduation and licensure. A report of the N.E.S. scores must accompany the application for licensure to the West Virginia Department of Education. If the test scores do not meet or exceed the state minimum score, the application must be held pending receipt of acceptable scores. Students should keep in mind that not to be licensed at the time of graduation may subject them to subsequent changes in program requirements if they seek licensure later.

Early/Middle. Students expecting to be licensed in Multi-Subjects Education and an academic specialization must achieve acceptable scores in both areas.

Middle/Adolescent. Students expecting to be licensed for teaching in grades 5-12 must take the N.E.S. Content Tests consistent with the 5-12 specialization(s) to be named on the license. If they expect to be licensed in two 5-12 specializations, they must achieve acceptable scores in both 5-12 specializations.

K-12. A student expecting to be licensed for teaching in grades K-12 must achieve acceptable scores on the N.E.S. Content Test consistent with the K-12 specialization to be named on the license. In order to identify the appropriate testing dates, times, locations, etc., for any given year, students should check the N.E.S. Bulletin for the year in question. N.E.S. Bulletins are available in the Dean of Teacher Education Office.

Summary of Degree Requirements

To meet the requirements for the Bachelor of Arts in Education degree, the candidate must (1) earn a minimum of 128 hours credit in approved subjects with a quality point average of 2.5 or better for all courses attempted; (2) attain a 2.2 average in each teaching specialization, including the Multi-Subjects Specialization; (3) meet the general and specific requirements set up for the curriculum and teaching specialization(s) elected; (4) achieve acceptable scores on the PPST and ACT-Comp speaking test and (5) achieve acceptable scores on the N.E.S. Content Tests for each area to be named on the license.

College Recommendation Prerequisite to Certification

College recommendation shall take into consideration Chapter 18A, Section 3, Article 1, of the West Virginia School Law which reads "A certificate to teach shall not be granted to any person who is not a citizen of the United States and is not of good moral character and physically and mentally qualified to perform the duties of a teacher, and shall not have attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued; . . ."

The issuance of an original certificate shall require:

1. The recommendation of the Dean of Teacher Education in consultation with the supervisor of student teachers and chairperson of the department offering the specialization. This recommendation is expected to reflect, in addition to academic criteria, satisfactory performance on the part of the applicant in a typical classroom situation.
2. An official statement by the Dean of Teacher Education that the approved program has been completed in full.

Bachelor of Arts in Education Degree

The General Studies requirement differs for early/middle and middle/adolescent education programs; however, each consists of forty credit hours as a minimum distributed over humanities, mathematics, natural sciences and physical education and health. The General Studies requirements for early/middle education also fulfill competencies for the Multi-Subjects requirements and are included with the Multi-Subjects for the Early/Middle Specialization in determining the 2.2 grade point requirement for eligibility for the Initial Performance Practicum.

Grades K through 12—Art and Music

Each student who is qualifying for teaching of Art or Music, grades K through 12 shall complete the following:

I. **General Studies** (secondary)
II. **Professional Education,** to include methods and student teaching of the single subject specialization at both the early/middle and middle/adolescent levels.
III. **Specialization**
Grades K-12
Art—one comprehensive specialization
or
Grades K-12
Music—one comprehensive specialization

Specific specialization requirements for early/middle and middle/adolescent education programs are identified in the sections entitled Teaching Curricula listed under the respective academic division which offers the program.

It is the responsibility of candidates for a degree to know and meet the general requirements of the College and the specific requirements of the chosen curriculum. It is the student's responsibility also to keep informed of gradepoint standing. All of this information may be obtained from the student's adviser or the Dean of Teacher Education.

Admission to Teacher Education

Any freshman may enroll in the first professional course, Education 200, Introduction to Education. It is required of all teacher education students; other students may take it as an elective.

The "Student Personal Data Form" is to be completed and filed with the Division of Education before the completion of Education 200. A student will receive a grade of Incomplete in this course until this form is filed. Students are expected, in this course, to make a tentative decision on entering the profession and submit a "*Declaration of Intent*" to the Dean of Teacher Education.

In order to be eligible for enrollment in Education 302, Human Growth and Development, a student must be in good academic standing (not on academic probation). Satisfactory completion of Education 200 and 250 are prerequisites for this course. The required Student Health Form must be on file at this time.

While enrolled in Education 302, those interested in pursuing the Teacher

Education program shall make formal application by completing the form, "*Application for Admission to the Teacher Education Program.*" To be accepted, the applicant must (1) have achieved acceptable scores on the Pre-Professional Skills Test (PPST) and the ACT-COMP Speaking Assessment Tests, (2) have a minimum quality point average of 2.5 overall and 2.2 in each teaching specialization, (3) have completed or be enrolled in Speech 221, (4) have satisfactorily completed the required written English courses and attained a "C" or better in English 108, (5) at the time of application be passing Education 302, and (6) have a health certificate on file in the Division Office. Also as a part of the process, the applicant must be recommended by the College Health Center, his/her academic adviser, and the Vice President for Student Affairs.

Near the end of the semester in which the student is enrolled in Education 302, the Teacher Education Selection Committee evaluates each student's eligibility for Teacher Education. The student is notified in writing of the Committee's decision: Admitted, Provisionally Admitted, or Not Admitted. Each student shall have the opportunity of appearing before the Committee if he/she disagrees with its decision.

If a student has satisfactorily completed Education 302, achieved acceptable scores on the PPST and ACT-COMP test battery, and has approval of the Selection Committee, he/she is eligible to enroll in Education 303, Educational Psychology. While in this course, Teacher Education students shall make application for the Initial Performance Practicum.

Initial Performance Practicum

Fairmont State College has adopted the Initial Performance Practicum for scheduling student teaching. In the Initial Practicum one semester of the senior year (approximately 14-15 hours) is reserved for the student in which he/she schedules a block of professional education subjects, including methods and student teaching. The second half of that semester is used exclusively for student teaching in which the daily assignment for student teaching will comprise all hours the cooperating school is in session. In addition to classroom assignment, student teachers will participate in the extracurricular activities of the school and community.

To schedule the I.P.P. a student must meet the requirements for student teaching as described below. The I.P.P. requires exact planning by students and advisers during the early years of the college attendance as well as in the senior year. All general studies requirements of the College as well as the minimum requirements of the teaching specialization should be completed before the I.P.P. can be scheduled.

Eligibility for the Initial Performance Practicum is determined on the basis of these criteria:

1. Have been officially admitted to teacher education.
2. Completion of 96 semester hours including 12 hours with a G.P.A. of 2.0 in education foundation courses and three-fourths of the required work in each teaching specialization. All courses in the teaching specialization which are marked by an asterisk in this catalog must be completed before admission to the I.P.P.
3. Satisfactory completion of English 108, Advanced Written English, with a minimum grade of C, and Speech 221 with a minimum grade of C.
4. Division approval of the candidate's teaching specialization and the completion of professional education courses which are prerequisite to the I.P.P. courses.
5. Evidence good moral character (i.e., reputation among students, faculty and in the community).
6. Have a minimal overall grade point average of 2.5.
7. Have a minimal grade point average of 2.0 for all professional education work.
8. Have a 2.2 quality point average in each teaching specialization (includes the Multi-Subjects Specialization).
9. Present a statement from the College Health Center showing that the student has been given a physical examination and is physically fit for assignment to student teaching.

Students will not be permitted to schedule courses outside the I.P.P. or extracurricular activities which will in any way interfere with the course work without the consent of the Dean of Teacher Education.

Early/Middle Education

General Studies — 40 sem. hours

Humanities — 17 sem. hours

English 104—Written English 3
108—Advanced Written English 3
250—Survey of English Literature 3
260—Survey of American Literature 3
Speech Communication 221—Classroom Communication 3
Art 255—History and Appreciation of Art
or
Music 205—Music Appreciation or Music 207—Beginning Recorder 2

Social Sciences — 12 sem. hours

Geography 210—Introduction to Geography 3
History 107—United States History I 3
108—United States History II 3
111—History of Civilization I
or
112—History of Civilization II 3

Science and Mathematics — 9 sem. hours

Math 110—Mathematics for Elementary Teachers 3
Physical Science 201—General Physical Science 3
202—General Physical Science 3

Physical Education — 2 sem. hours

Physical Education—Early Psychomotor Development 2

Multi-Subjects Program for Self-contained or Open Classroom — 48 sem. hours

Art	*353	Elem. Art Education I	2
	*354	Elem. Art Education II	2
Biology	*101	Introduction to Biology	4
	*102	Introduction to Biology	4
or			
	*103	Introduction to Envir. Biology	4
Health	*100	Personal Health	2
	*400	Health Education for the Elem. School	2
Safety	*200	Accident Analysis and Emer. Care	2
English	*207	Children's Literature	3
Math	*210	Math. for Elem. Teachers II	3
	*323	Math. for Elem. Teachers III	3
Music	*231	Elementary Music I	3
	*232	Elementary Music II	3
Pol. Sci.	200	Intro. to Political Science	3
Economics	200	Economics	3
Sociology	110	Introductory Sociology	3
Education	*300	The Reading Process	2
	*304	Developmental Reading	2
Phys. Sci.	*412	Science in the Elem. School	2

*These courses in the Multi-Subjects Program must be completed prior to the Initial Performance Practicum.

Professional Education—Early/Middle **26 sem. hrs.**

Education	200	Intro. to Education	3
	250	Foun. of American Education	3
	302	Human Growth and Child Development	3
	303	Educational Psychology	3
	402	Mathematics in the Elem. School	2
	403	Language Arts in the Elem. School	2
	404	Social Studies in the Elem. School	2
	405	Corrective Reading	2
	420	Student Teaching Exp. (Elem.)	6

Students who are qualifying for a Professional Certificate, Grades K-8, may wish to add a Special Education Specialization K-12, Library-Media K-12, or Subject Specialization Grades 5-8 (Middle School) to their license.

Early/Middle Education Program Options

A. Special Education Specializations — 21 sem. hrs.

1. Required Common Core Coursework for All Programs — 6 sem. hrs.
 - Ed. 220 Areas of Exceptionality in Special Education — 3
 - 221 Education of Exceptional Children — 3

2. Specialized Coursework — 15 sem. hrs.

 a. Behavior Disorders K-12 (Excludes Autism)
 - Ed. 311 Behavior Disorders — 3
 - 321 Diag., Presc, and Assess. Tech. — 3
 - 325 Curr. Development in BD — 3
 - 443 Practicum—BD — 3
 - 473 Student Teaching—BD — 3

 b. Mentally Impaired K-12 — 15 sem. hrs.
 - Ed. 320 Intro. to M.R. — 3
 - 321 Diag., Presc. and Assess. Tech. — 3
 - 322 Curriculum Development in MR — 3
 - 440 Practicum—MR — 3
 - 470 Student Teaching—MR — 3

 c. Specific Learning Disabilities K-12 — 15 sem. hrs.
 - Ed. 317 Specific Learning Disabilities — 3
 - 321 Diag., Presc. and Assess. Tech. — 3
 - 324 Curriculum Dev. for SLD — 3
 - 441 Practicum—SLD — 3
 - 471 Student Teaching—SLD — 3

 d. Gifted Education K-8 — 15 sem. hrs.
 - Ed. 314 The Gifted and Talented — 3
 - 321 Diag., Presc. and Assess. Tech. — 3
 - 323 Curr. Development for Gifted — 3
 - 442 Practicum—Gifted — 3
 - 472 Student Teaching—Gifted — 3

B. Subject Specializations Grades 5-8*

(May be added to K-8 Early/Middle program only.) (See course requirements for each specialization in catalog section for that division.)

Art	Language Arts	Science
Consumer and Homemaking Education	Mathematics	Social Studies
Industrial Arts	Oral Communications	French

*Requires Special Methods 431 in the Gr 5-8 specialization. This course must be taken prior to the semester one enrolls in Initial Performance Practicum.

Middle/Adolescent and K-12 Education

General Studies — 40 sem. hrs.

Humanities — Min. 17 hrs., Max. 21 hrs.

English*	104	Written English	3
	108	Advanced Written English	3
	250	Survey of English Literature	3
	260	Survey of American Literature	3
Speech	221	Classroom Communication	3
Art	255	History and Appr. of Art	2
or			
Art	155	Theory of Art (for Art majors)	2
Music	205	Music Appreciation	2
or			
Music	207	Beginning Recorder	2
	**206	Music Appr. (for Music majors)	3
Approved Electives in Humanities:			
Art 155*** or 255 or Music 205			
or Music 207 (not used above)			2

*Prior to enrolling in English 104, Foundations 101 Basic Communications, is strongly recommended for those who do not meet certain minimum standards.

**Music 206 is for Music majors only.

***Art 155 is for Art majors only.

Social Sciences — Min. 12 hrs., Max. 15 hrs.

Econ.	200	Economics	3
Geography	210	Intro. to Geography	3
History	107	U.S. History I	3
	108	U.S. History II	3
	111	History of Civilization I	3
	112	History of Civilization II	3
Pol. Sci.	103	American Government	3
Psych.	101	Introduction to Psychology	3
Sociology	110	Introductory Sociology	3

Science and Mathematics — Min. 9 hrs., Max. 12 hrs.

Math*	205	Fund. Concepts of Math (required)	3
and			
Phys. Sci.			6
	100	Scientific Methodology (required)	2
and select two of the following:			
	101	Astronomy	2
	102	Chemistry	2
	103	Geology	2
	104	Physics	2
	105	History of Physical Science	2

Biology	101	Intro. to Biology	4
	102	Intro. to Biology	4
or			
Biology	103	Intro. to Envir. Biology	4
or			
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
or			
Chemistry	105	Chemical Principles	5
	106	Chemical Principles	5
or			
Geology	101	General Geology	3
	102	General Geology	3
or			
Physics	101	Intro. to Physics	4
	102	Intro. to Physics	4

*Not required for math majors. Math 115 fulfills this requirement.

Physical Education **Min. 2 hrs.**

P. Ed.	100	Basic Physical Education	1
	101	Basic Physio Conditioning-Health	1

Professional Education-Middle/Adolescent and K-12 **27 sem. hrs.**

Education	200	Intro. to Education	3
	250	Found. of American Education	3
	302	Human Growth and Child Development	3
	303	Educational Psychology	3
	430	Reading Instruction in the Secondary Content Area	2
	432	Evaluation Techniques in the Secondary School	2
	433	Instruction in the Second. School	3
Sp. Meth.	*431	Special Methods (in subject specialization)	2
Education	450	St. Teaching Exp. (secondary)	6
	421	St. Teaching Exp. (K-12) (elem.)	3
	422	St. Teaching Exp. (K-12) (elem.)	3

*Students electing a comprehensive field must include 431, Methods and Materials in the comprehensive area. If electing to complete two single subject specializations, Methods and Materials must be completed for both specializations. The student teaching assignment must also include teaching experience in all academic areas to be named on the license.

Middle/Adolescent Education Program Options

A. Grades 5-12, Single Specializations (two specializations required) — Division

Art	Fine Arts
Behavior Disorders*	Education
Biology	Science and Mathematics
Business Education, Secretarial	Commerce
Business Education, Business Principles	Commerce
Chemistry	Science and Mathematics
English—Language Arts	Language and Literature
French	Language and Literature

Gifted Education* Education
General Science Science and Mathematics
Industrial Arts/Technology Technology
Journalism Language and Literature
Mathematics Science and Mathematics
Mental Retardation** Education
Oral Communications Fine Arts
Physical Education HPERS
Physics Science and Mathematics

*See specific program requirements as illustrated under Multi-Subjects Education Program Options.

**May be added to Consumer and Homemaking Education, I.A. Technology grades 5-12 or Art, Music, Physical Education grades K-12 only.

B. Grades 5-12, Comprehensive Specializations (no additional specialization required)

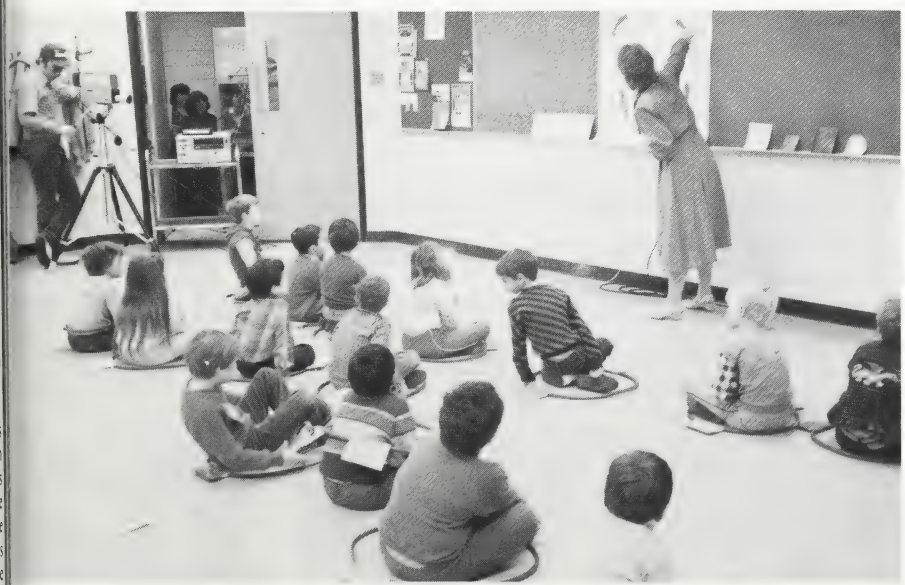
Business Education Commerce
Consumer and Homemaking Education Technology
Industrial Arts/Technology Technology
Social Studies Social Science

C. Grades 5-8 Specializations (must be combined with single or comprehensive specialization)

Consumer and Homemaking Education Technology
Language Arts Language and Literature
Social Studies Social Science

D. Grades K-12 Specializations

Art—No second specialization required Fine Arts
Music—No second specialization required Fine Arts
Physical Education—Must add 5-8, 5-12, or K-12 field.
School Library-Media—May be added to 5-12 or K-8 Language and Literature













Community College Component

The Community College Concept

A statewide regional community college system was established in 1972 by the West Virginia Board of Regents in its master plan for the state's higher education in the 1970s. This plan specifically directed Fairmont State College to establish a distinct component "to provide community college education opportunities both on campus and throughout the region."

By the fall of 1974, Fairmont State was on the threshold of this exciting new venture with the creation of Fairmont Community College as a unit of the parent institution. This new sense of direction broadened the commitment of the institution by developing the community college unit to complement the original mission of the College. Having a community college on the campus of an established four-year institution has proved to be mutually reinforcing and supportive.

Seen in historical perspective, the community college concept is an extension and the logical conclusion of the College's traditional goals, which include broadening the base of participation in a democracy of intellect and giving everyone access to postsecondary education. This concept makes it possible for students to fulfill their potential, achieve their aspirations, and advance their education to the limits of their ability.

As a comprehensive community college it provides: academic, vocational/occupational, and general education programs of two years duration; one-year certificates, continuing education courses; and community service programs. The result has been a sharp increase in the number of students who have returned to formal education for reasons of job obsolescence, seeking opportunity to start new careers, or wishing to achieve upward social mobility along a career ladder. The community college takes pride in the diversity of its programs and its commitment to making learning a lifelong process for all age groups on a full-time and part-time student basis.

The college parallel program is composed of the first two years of a traditional liberal arts baccalaureate college education. Associate degree credit may be applied without loss of credit to a four-year baccalaureate degree program. Community college courses are full-fledged college level credit and therefore transferable to baccalaureate level programs. The quality of instruction is identical for two-year and four-year degrees.

Students enrolled in Fairmont State's Community College unit maintain all rights, privileges, responsibilities, and the same use of campus facilities and social and academic resources as those enrolled in four-year degree programs.

Clarksburg Center

Fairmont State College component, Fairmont Community College, added a further commitment to its pledge of providing progress and traditional service to the community, region and state by establishing the Clarksburg Center July 1, 1975. Recently relocated to provide more modern facilities, the Clarksburg Center is located in Colonial Village, 104 East Main Street.

Providing Fairmont State College the opportunity to offer quality education to the Harrison County community, the Clarksburg Center offers academic work leading to a variety of two-year degrees, the Regents B.A. degree and the first two years toward numerous four-year degree programs. Diversified community service classes in the cultural, vocational, avocational and general interest areas are also available through the Clarksburg Center.

The Center's staff provides services for Clarksburg students equivalent to those available to main campus students and includes a full-time professional counselor. Academic, personal, and career counseling is available both day and evening hours. Periodically workshops of interest to students are offered, such as overcoming test and math anxiety, resume writing, job interviewing skills, and time management. Assistance is also available for financial aid, veterans benefits, class scheduling and scholarship services.

Library service for Clarksburg students and faculty became a reality in September, 1977. Adjoining the Clarksburg Center's offices and classrooms, the library is staffed by an assistant librarian and is available to students and faculty during the day and evening hours. The library's basic collections of reference and research materials, in addition to its access of the main campus library collection and inter-library loans, allows the facility to accommodate the needs of most Clarksburg students.

In addition to welcoming the traditional or high school equivalent student, the Clarksburg Center encourages outstanding high school students to enroll in college level courses. As part-time students, they may register for classes at the center, or for those offered by the center at nearby public and private high schools. The center allows students in the Harrison County community to economize on quality education by providing the region with outstanding community college education opportunities.

Open Admissions Philosophy

Fairmont State's Community College operates an "open door" admission policy. Admission is open to all high school graduates as well as to those with equivalent credentials (GED). Even without a high school diploma, individuals may enroll in many of the Community College's continuing education courses, as a special student. This "open door," however, does not guarantee an education to everyone, but it does make it possible for everyone to enter the College and for everyone to have the opportunity to pursue programs in higher education to the limit of his or her ability and particular potential.

The Community College is more concerned with letting students in, than in keeping them out; it is inclusive rather than exclusive in its admission policy.

Eligibility to enroll in the Community College does not necessarily imply eligibility to enter all its degree programs, several of which may be competitive and limited in the number of students admitted.

Since the Health Career fields are selective programs, with limited enrollment, applicants should complete the ACT early and have the high school transcripts forwarded early in the Fall. To insure consideration, applications, test scores and transcripts must be received by December. Students applying for scholarships should have the transcripts forwarded at the conclusion of the first semester of the senior year.

A minimum of 2.0 (C) grade average for all courses attempted and for all courses in the area of specialization is required for graduation with an associate degree or a one year certificate. Students also must have completed at least 15 credit hours at Fairmont State College of the total hours required in an associate degree or 8 credit hours of the total at Fairmont State College required in a certificate program.

Admission Policy—Health Career Programs

Applications for admission to programs in health careers are accepted through January for the following school year. (Nursing applications are accepted through December.) The application, high school transcript or GED scores, ACT scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Director of Admissions and are submitted to the appropriate selection committee for consideration. All complete applications to the MLT, MRT, and VT programs which are received before January 31 will be considered. Any application received after that date will be considered only on a space-available basis. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Strong math and science background is highly recommended. All applications of persons interested in the specific programs will be given every consideration in the selection process. More consideration will be given to students who have successfully completed college course work. Students with a college grade-point average of less than 2.0 must remedy this situation before consideration.

Students who have graduated with GED must still show adequate academic background and ACT scores.

Transportation

As most of these programs required considerable student attendance at off-campus locations, it will be the student's responsibility to provide transportation to all clinical affiliates. The utilization of car pools, when appropriate, is encouraged to help meet the expense of those providing transportation.

Liability Insurance

All Allied Health students are required to have liability insurance. Group policies are handled the first weeks of class each year and the money is paid to the designated college secretary, who forwards it to the insurance company. All admitted students will be notified of the appropriate time to take advantage of the blanket coverage which is offered annually.

Degrees

Associate Degrees

Fairmont State College offers three kinds of two-year associate degrees as part of its Community College:

Associate in Arts (A.A.)

The first two years of the four-year liberal arts general studies requirements designed for those who plan to continue in or transfer to a four-year college or university degree program.

Associate in Science (A.S.)

Intended as either a terminal degree or the first two years of the four-year baccalaureate degree.

Associate in Applied Science (A.A.S.)

Considered a technological program leading directly to employment; also may be applied to either a baccalaureate degree or a transfer program.

Certificate Programs

Certificate programs, which generally take one year or two semesters of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their proficiencies in a specific occupational area. In a certificate program, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of certificate programs may use their credentials to seek immediate employment or they may continue their studies in a degree program.

Degree Programs—See pages 46, 47 for a complete list of Community College Programs.

Associate Degrees as Minors for Baccalaureate Programs

Any successfully completed associate or two-year degree offered within the Community College, except General Studies and the field of the B.A.—B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (non-teaching baccalaureate) degree awarded by Fairmont State College.

Minors Derived From Associate Degree Programs

Several minors that may be used to fulfill the requirements for a minor in B.A. or B.S. (non-teaching baccalaureate) degrees awarded by Fairmont State College have been established from associate degree programs. Each of these minors is located immediately following the associate degree program from which it is derived.

Health Careers programs must be completed in their entirety in order to qualify as minors.

Accounting

(Associate in Science)

The two-year Accounting Associate in Science degree qualifies graduates for work in the accounting field, providing students with the basic tools to carry on day-to-day operations in the accounting departments of individual and corporate business, industries and government agencies.

Current Department of Labor statistics show increased need for accountants despite the fact that many low-level accounting positions may be phased out by computers and other business machines. Data from these machines will require analysis by individuals trained in accounting terminology and procedures. The need for qualified personnel in the tax field and financial reporting will be extensive.

Places of employment:
- Business Organizations
- Industrial Corporations
- Government Agencies
- Independent Accounting Firms

Types of jobs:
- Industrial accountants—general, cost, etc.
- Public Accounting Firms—staff positions
- Government Agencies—financial clerks
- Bookkeepers in small businesses
- Insurance claims adjusters

Two-Year Accounting — 64 sem. hrs

Required Courses — **48 hrs**

Business	141	Business Mathematics	3
Accounting	201, 202	Principles of Accounting	6
	203	Accounting Practicum	3
	301, 302	Intermediate Accounting	6
Business	306	Business Law	3
Accounting	406, 407	Federal Income Tax Accounting	6
Economics	201, 202	Economic Principles and Problems	6
EDP	100	Intro. to Electronic Data Processing	3
English	104, 108	Written English	6
Psychology	101	Intro. to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3
		or	
	107	Speech Improvement	3

Required Electives: 16 hrs

Any Commerce course may be selected (Acct. 404 is recommended) except Bus. Ed. selections are limited to 101, 102, 251, 230, 342, 310, 360.

Business

(Associate in Applied Science)

This program is designed to offer students four options to concentrate their studies: (1) Banking, (2) General Business, (3) Insurance, and (4) Real Estate. The objective of the program is twofold: (A) to provide individuals with the opportunity to develop job-related skills while concurrently increasing their awareness of their roles and responsibilities toward society and their profession, and (B) to meet the educational needs of the community by helping meet the requirements for trained manpower in the service region of the College. Specifically, the program is presently designed to allow students to select one of four associate degree options that would provide them with the necessary skills to function professionally in one of the four areas.

Banking Option

Hours Required — **66 sem. hours**

Required Courses — **51 hours**

Business	102	Intro. to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Business	306	Business Law	3
	307	Business Law	3
Management	308	Personnel Management	3
Marketing	320	Advertising	3
Business	401	Business Finance	3
EDP	100	Intro. to Electronic Data Processing	3
Economics	201	Econ. Principles and Problems	3
	202	Econ. Principles and Problems	3
	303	Money, Credit and Banking	3
English	104	Written English	3
	109	Technical Report Writing	3
Psychology	101	Intro. to Psychology I	3
Speech	100	Intro. to Speech Communication	3

Additional 15 hours to be selected from the following:

Banking	280	Principles of Banking	3
	381	Management of Commercial Bank Funds	3
	382	Credit Department Management	3
	383	Bank Investments	3
	384	Bank Management	3
	385	Analyzing Financial Statements	3
	388	Installment Credit	3
	389	Law and Banking	3
	390	Negotiable Instruments	3
	391	Marketing for Bankers	3
	392	Trust Functions and Services	3
	393	Savings and Time Deposit Banking	3
Business	386	Real Estate Finance	3

Minor B.A. and B.S. Degree — 18 sem. hours

Twelve hours to be selected from the following:

Banking	280	Principles of Banking	3
	381	Management of Commercial Bank Funds	3
	382	Credit Department Management	3
	383	Bank Investments	3
	384	Bank Management	3
	385	Analyzing Financial Statements	3

Banking	388	Installment Credit	3
	389	Law and Banking	3
	390	Negotiable Instruments	3
	391	Marketing for Bankers	3
	392	Trust Functions and Service	3
	393	Savings and Time Deposit Banking	3
Business	386	Real Estate Finance	3

Six hours to be selected from the following:

Business	102	Intro. to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Business	306	Business Law	3
	307	Business Law	3
Management	308	Personnel Management	3
Marketing	320	Advertising	3
Business	401	Business Finance	3
EDP	100	Intro. to Electronic Data Processing	3
Economics	201	Econ. Principles and Problems	3
	202	Econ. Principles and Problems	3
	303	Money, Credit and Banking	3

General Business Option

Required Courses **66 sem. hrs.**

Business	102	Intro. to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	304	Marketing	3
Management	305	Small Business Management	3
Business	306	Business Law	3
	307	Business Law	3
Management	308	Personnel Management	3
	309	Principles of Management	3
	314	Office Management	3
Business	401	Business Finance	3
	410	Investments	3
		Business Electives	6
Bus. Ed.	251	Business Communications	3
Economics	201	Econ. Principles and Problems	3
	202	Econ. Principles and Problems	3
English	104	Written English	3
	109	Tech. Report Writing	3
Psych.	101	Introduction to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3

Insurance Option

Required Courses **63 sem. hrs**

Business	102	Introduction to Business	3
	141	Business Mathematics	3
Accounting	201, 202	Principles of Accounting	6
Business	306, 307	Business Law	6
Management	308	Personnel Management	3
	314	Office Management	3
Business	370	Risk Management	3
	371	Property and Casualty Insurance	3

Business	372	Life Insurance	3
	373	Casualty Claim Practice	3
	401	Business Finance	3
Business Ed.	251	Business Communications	3
EDP	100	Introduction to EDP	3
Econ.	201, 202	Economic Principles and Problems	6
English	104	Written English	3
	109	Technical Report Writing	3
Psychology	101	Introduction to Psychology I	3
Speech	100	Intro. to Speech Communication	3

Insurance Option

Minor B.A. and B.S. Degrees **18 sem. hrs.**
Required Courses **12 sem. hrs.**

Business	370	Principles of Insurance	3
	371	Property & Casualty Ins.	3
	372	Life Insurance	3
	373	Casualty Claim Practice	3

Elective hours to be selected from the following 6 sem. hrs.

Business	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Business	306	Business Law	3
	307	Business Law	3
EDP	100	Introduction to EDP	3
Marketing	205	Salesmanship	3
Management	314	Office Management	3
Business Ed.	251	Business Communications	3
Business	410	Investments	3

Real Estate Option

Required Courses **65 sem. hrs.**

Business	102	Intro. to Business	3
	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	205	Salesmanship	3
Management	305	Small Business Management	3
	314	Office Management	3
Marketing	320	Advertising	3
Business	360	Real Estate Principles and Practices	3
	361	Real Estate Law	3
	362	Real Estate Appraisal	3
Business	386	Real Estate Finance	3
		Business Electives	3
Bus. Ed.	101	Beginning Typewriting	2
	251	Business Communications	3
Economics	201	Econ. Principles and Problems	3
	202	Econ. Principles and Problems	3
	303	Money, Credit and Banking	3
English	104	Written English	3
	109	Technical Report Writing	3
Psych.	101	Intro. to Psychology I	3
Spch. Com.	100	Intro. to Speech Communication	3

Minor B.A. and B.S. Degrees **18 sem. hrs.**

Required Courses **12 sem. hrs.**

Business	360	Real Estate Principles and Practices	3
	361	Real Estate Law	3
	362	Real Estate Appraisal	3
	386	Real Estate Finance	3
Elective hours to be selected from the following			6
Business	141	Business Mathematics	3
Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Marketing	205	Salesmanship	3
Management	305	Small Business Management	3
	314	Office Management	3
Marketing	320	Advertising	3
Bus. Ed.	101	Beginning Typewriting	2
	251	Business Communications	3
Economics	201	Economic Principles and Problems	3
	202	Economic Principles and Problems	3
	303	Money, Credit and Banking	3

Child Care

(Associate in Applied Science)

Child Care is the study of the life and development of children. The two-year Associate in Applied Science Degree provides practical experience in working with children in the community agencies as well as college classroom study. Work in the community agencies enables students to become aware of employment possibilities, requirements of these various operations, and the application of their classroom work.

The program is designed to prepare middle-professional persons to work in day care centers, Head Start, nursery schools and as aides in public schools. They may also be employed in home-based programs for children, in foster day care homes, or in the various services for children sponsored by industry or government. The program does prepare the student for the vocation of parenting.

Child Care **67 sem. hrs.**

Education	220	Areas of Exceptionality in Special Education	3
English	104	Written English	3
	109	Technical Report Writing	3
	207	Children's Literature	3
Home Ec.	110	Elementary Nutrition	2
	130	The Child and Community	3
	131	Programs for Early Childhood	3
	132	The Child and Community Practicum	1
	200	Child Care Practicum	3
	201	Principles of Food Selection and Prep.	3
	230	Theory and Practice in Work with Young Children	3
	232	Practicum with Young Children	3
	310	Family Life Education	3
	312	Consumer Education	3
	328	Cognitive Affective Development of Children	3
	330	Child Care and Development	3
Phy. Sci.	100	Scientific Methodology	2
	101 or 102, or 103, or 104, or 105	(Choose one)	2

Home Ec.	331	Adolescent Development	2
	332	Child Development Problems	3
Psych.	101	Introduction to Psychology I	3
Spch. Com.	459	Speech Correction	3
		Electives	7

Minor B.A. and B.S. Degrees **25 sem. hrs.**

Home Ec.	130	The Child and Community	3
	131	Programs for Early Childhood	3
	132	The Child and Community Prac.	3
	230	Theory and Practice in Work with Young Children	3
	232	Practicum with Young Children	3
	330	Child Care and Development	3
	332	Child Development Problems	3
Elective Hours to be selected from the following			4
A.H.	103	Nursing Procedures Ped. and Ger.	3
Education	220	Areas of Except. in Spec. Ed.	3
	300	The Reading Process	3
	424	Educational Technology	3
English	207	Children's Literature	3
Psych.	330	Developmental	3
Home Ec.	110	Elementary Nutrition	2
	310	Family Life Education	3
	328	Cognitive Affective Development of Children	3
	331	Adolescent Development	2

Clerical

(Associate in Science)

The clerical program is offered for students interested in employment in an office but not interested in taking dictation. Among the duties of a clerk are receiving callers, answering the telephone, handling mail, typing, filing and operating office machines. A one-year certificate is awarded at the completion of the first year for students who wish to terminate their studies at this time.

Places of employment:
- Government agencies
- Insurance companies
- Industrial companies
- Banks

Types of jobs:
- Clerk-typists
- Filing clerks
- Bookkeepers
- Office machine operators
- Receptionists
- Mailroom clerks

Two-Year Clerical Program **64 sem. hrs.**

Required Courses

Accounting	201	Principles of Accounting I	3
	202	Principles of Accounting II	3
Business	102	Introduction to Business	3
	141	Business Mathematics	3
Bus. Ed.	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	340	Principles of Word Processing	3
	341	Word Processing Applications	3
	342	Electronic Records Management	3

Bus. Ed.	360	General Office Procedures	3
	362	Directed Office Experience	2
EDP	100	Introduction to EDP	3
English	104	Written English	3
	109	Technical Report Writing	3
Management	314	Office Management	3
Psychology	101	Introduction to Psychology	3
Speech	100	Introduction to Speech Communications	3
		or	
	107	Speech Improvement	3

Minor B.A. and B.S. Degrees **26 sem. hrs.**

(Not open to majors in Group D Business Administration.)

Business	102	Introduction to Business	3
	141	Business Mathematics	3
Bus. Ed.	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	340	Principles of Word Processing	3
	342	Electronic Records Management	3
	360	General Office Procedures	3
	362*	Directed Office Experience	2

*Specialized courses in office administrative management and office experience may be substituted.

Clerical—One Year Certificate in Applied Science **32 sem. hrs.**

Business	102	Introduction to Business	3
	141	Business Math	3
Bus. Ed.	102	Intermediate Typewriting/Keyboarding	3
	204	Secretarial Accounting	3
	211	Advanced Typewriting/Keyboarding	3
	230	Introduction to Word Processing	3
	251	Business Communications	3
	342	Electronic Records Management	3
	360	General Office Procedures	3
	363	Directed Office Experience	2
English	104	Written English	3

Criminal Justice

(Associate in Applied Science)

Designed to prepare individuals for effective law enforcement careers, the Law Enforcement program at Fairmont Community College provides the student with a broad orientation to the entire system of criminal justice. In order to provide for persons with various backgrounds, career aspirations, etc., the program allows students (with adviser assistance and approval) some flexibility in structuring the curriculum to meet their individual interests and needs.

Places of employment:
- Local, county, and state governments
- Industrial commercial security agencies
- Social service agencies

Types of jobs:
- Police officers
- Correctional officers
- Technical and related careers in criminal justice
- Security/loss prevention coordinators
- Private investigators

Criminal Justice **68 sem. hrs.**

Required Courses **28 sem. hrs.**

English	104	Written English	3
	108	Advanced Written English	3
Spch. Com.	100	Intro. to Speech	3
Pol. Sci.	103	American National Government	3
Psych.	101	Intro. to Psychology	3
	250	Community Psychology	3
Sociology	110	Intro. to Sociology	3
	200	Social Problems	3
E.M.S.	101	Techniques of E.M.S.	4

Criminal Justice Required Courses **24 sem. hrs.**

C.J.	100	Intro. to Criminal Justice	3
	101	Police Operations	3
	202	Principles of Criminal Law I	3
	206	Intro. to Corrections	3
	212	Abnor. Behav. and Crisis Inter.	3
	236	Criminal Investigation	3
	240	Adjudication Process	3
	320	Criminology	3

Criminal Justice Elective Courses **12 sem. hrs.**
(Adviser approval required)

C.J.	199	Special Topics	1-12
	200	Criminalistics	3
	201	Traffic Law Enforcement	3
	205	Natural Resource Law	3
	209	Firearms	2
	210	Firearms Lab	1
	246	Criminal Evidence and Proc.	3
	310	Public and Police Admin.	3
	315	Business and Indust. Security	3
	316	Community Relations in C.J.	3
	335	Analysis of Police Operations	3
	355	Analysis of Correctional Operations	3

General Electives **4 sem. hrs.**

Minor B.A. and B.S. Degrees **24 sem. hrs.**

C.J.	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	206	Introduction to Corrections	3
	240	Adjudication Process	3
	320	Criminology	3
Approved C.J. Electives			9

Electronic Data Processing

(Associate in Science)

Job entry training for computer programmers, operators and various data handling job titles requiring computer training is provided. The program places emphasis on marketable skills in the programming of a typical commercial or scientific computer.

Places of employment:
- Government agencies
- Insurance companies
- Banks
- Wholesale business
- Public utilities
- Manufacturing

Types of jobs:
- Computer programmer
- Computer operator
- Keypunch operator

Equipment

DEC PDP 11/40 Computer System on campus.
On-line terminal access to Amdahl 470 and Digital Equipment Corporation Vax II/780 computer systems.

Two-Year EDP — 64 sem. hrs.

Required Courses — **40 sem. hrs.**

Accounting	201, 202	Principles of Accounting	6
Management	309	Principles of Management	3
English	104, 108	Written English	6
Math	205	Fundamental Concepts of Math	3
EDP	102	Principles of Computer Programming	3
	103	FORTRAN Programming I	4
	104	Intro. to COBOL Programming	4
	204	Advanced COBOL Programming	4
	220	Business Systems	3
	230	EDP Special Project	4
		or	
	240	Selected Adv. Topics	4

Select at least 12 hours from the following:

EDP	105	EDP Consulting	1
	110	Programming with BASIC	4
	201	Assembler Programming	4
	203	FORTRAN Programming II	4
	206	PL-1	4
	207	RPG	4
Electives			12

Minor, B.A. and B.S. Degrees — 19 sem. hrs.

Required Courses — **15 sem. hrs.**

EDP	102	Principles of Computer Programming	3
	103	FORTRAN Programming I	4
	104	Intro. to COBOL Programming	4
	203	FORTRAN Programming II	4
		or	
	204	Adv. COBOL Programming	4

Select 4 additional hours from the following:

EDP	105	EDP Consulting	1
	110	Programming with BASIC	4
	201	Assembler Programming	4
	203	FORTRAN Programming II	4
	204	Adv. COBOL Programming	4
	206	PL-1	4
	207	RPG	4
	220	Business Systems	3
	230	EDP Special Project	4
	240	Selected Adv. Topics	4

Emergency Medical Services*

(Certificate in Applied Science)

The following Emergency Medical Services One-Year Certificate Program was implemented in January, 1976. This program is designed to train paraprofessionals to provide Emergency Medical Services commensurate with the needs of the geographic region and consists of three areas of specialization. Upon completion of the program, participants would qualify for examination by the West Virginia Department of Health for:

1. National EMT-Ambulance Certification
2. Paramedic Certification. Only after obtaining National EMT-A certification, completing EMS 198 Advanced Emergency Care, and completing EMS 201 Practicum will the participant qualify to take the State Paramedic Certifying Examination.
3. Emergency Medical Services Certification, through Fairmont State College.

A one-year certificate may be awarded upon successful completion of the program.

Emergency Medical Services Program **38 sem. hrs.**

English	104	Written English	3
EMS	101	Techniques of EMS	4
	102	Clinical Practicum	3
	105	Specialized Rescue Techniques	3
	198	Adv. Emergency Care	8
	201	Practicum	4
Biology	170	Anatomy & Physiology	4
Psychology	101	Introduction to Psychology	3
Health	202	Community Health Problems	3
Allied Health	100	Medical Terminology	3

*Admission to this certificate program is limited to active emergency personnel with approval of the program coordinator.

Engineering Technology

These two-year programs prepare students for positions in industry in the occupational areas between the craftsman and the engineer, such as supervisors and technological and engineering assistants. The programs are excellent preparation for students who plan to work toward their baccalaureate degree.

As well as offering a concentration of courses in the technical fields, the curriculum includes general education courses with emphasis on acquiring skills necessary for job entry.

Architectural Engineering Technology **68 sem. hrs.**

Associate in Science

Requirements

English	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Tec	290	Engineering Analysis I	4
Mec	100	Statics	3
Drf	100	Engineering Graphics	3

Drf	215	Architectural Drafting	4
Arc	200	Graphics	3
	210	Design I	4
	230	Architectural History I	3
	250	Design II	4
	260	Architectural History II	3
Art	140	Art Structure and Applied Design	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3

Civil Engineering Technology — 67 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
EDP	100	Introduction to Electronic Data Processing	3
Mfg	250	Personnel Problems and Labor Relations	3
Saf	201	Occupational Safety	3
Tec	290	Engineering Analysis I	4
Mat	100	Materials and Processes	3
Mec	100	Statics	3
	200	Strength of Materials	4
Drf	100	Engineering Graphics	3
Civ	200	Surveying I	4
	210	Light Construction	4
	220	Construction Materials and Methods	3
	240	Surveying II	4

Commercial Design/Graphics Technology — 65 sem. hrs.

(Associate in Applied Science)

Eng	104	Written English	3
	109	Technical Report Writing	3
Jour	320	Advertising	3
Drf	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	260	Practicum Commercial/Graphics	6
	300	Basic Photography	3
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	155	Theory of Art	2
	241	Drawing from Life	3
	341	Graphics	3
	363	Painting in Watercolor	3
Electives (must be selected from list below):			9
GCT	220	Estimating and Cost Analysis	3
	270	Screen Printing Techniques	3

GCT	310	Advanced Photography	3
	320	Image Assembly II	3
	330	Layout and Design II	3
	340	Image Transfer Mechanisms II	3
	410	Printing Techniques	3
	420	Computer Applications to Graphic Communications	3

Minor, B.A. and B.S. Degree — 33 sem. hrs.

GCT	100	Graphic Communication Processes	3
	200	Image Assembly I	3
	210	Image Transfer Mechanisms I	3
	230	Layout and Design I	3
	240	Graphic Arts Photography	3
	300	Basic Photography	3
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	241	Drawing from Life	3
	363	Painting in Watercolor	3

Drafting/Design Technology — 68 sem. hrs.

(Associate in Applied Science)

Requirements

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Tec	290	Engineering Analysis I	4
Mat	100	Materials and Processes	3
Drf	100	Engineering Graphics	3
	205	Technical Illustration	3
	215	Architectural Drafting	4
	225	Descriptive Geometry	2
	235	Technical Drafting	3
	245	Architectural Design	2
	255	Tool Design	4
	265	Blueprint Reading	2
Technical Electives (Adviser approved)			6

Electronics Engineering Technology — 69 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
Saf	201	Occupational Safety	3

Mfg	250	Personnel Problems and Labor Relations 3
Tec	290	Engineering Analysis I 4
Ele	100	Circuit Analysis I.....3
	200	Electronic Shop Practices.....3
	210	Circuit Analysis II.....2
	215	Basic Transistors 3
	220	Linear Electronics 3
	230	Digital Electronics.....3
	240	Industrial Electronics 3
	250	AC-DC Machinery and Controls.....3
	260	Communication Systems 3
	270	Microcomputer Systems.....3
Drf	100	Engineering Graphics 3

Graphic Communications Technology — 67-68 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English 3
	108	Advanced Written English 3
	109	Technical Report Writing.....3
Econ	200	Introduction to Economics 3
Bus	141	Business Mathematics.....3
Acct	201	Principles of Accounting I 3
Phy Sci	104	Physics 2
EDP	100	Introduction to Electronic Data Processing 3
Saf	201	Occupational Safety 3
Mfg	250	Personnel Problems and Labor Relations 3
Drf	100	Engineering Graphics 3
GCT	100	Graphic Communications Processes.....3
	200	Image Assembly I 3
	210	Image Transfer Mechanisms I 3
	220	Estimating and Cost Analysis 3
	240	Graphic Arts Photography.....3
	250	Graphic Communications Practicum 6
	300	Basic Photography 3
Bus Ed	101 or 102	Beginning or Inter.Type./Key. 2/3
Management	305	Small Business Management 3
Technology Electives (selected from list below).....6		
	GCT 230	Layout and Design I 3
	270	Screen Printing Techniques 3
	320	Image Assembly II 3
	340	Image Transfer Mechanisms II.....3
	410	Printing Techniques.....3
	420	Computer Applications to Graphic Communications.....3

Manufacturing Engineering Technology — 68 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English 3
	108	Advanced Written English 3
	109	Technical Report Writing.....3
Math	101	Applied Technical Math I.....3
	102	Applied Technical Math II.....3
Chem	101	General Chemistry 4
	102	General Chemistry 4
EDP	100	Introduction to Electronic Data Processing 3

Saf	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
Ele	100	Circuit Analysis I	3
Mat	100	Materials and Processes	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
	255	Tool Design	4
Mfg	200	Welding	4
	210	Machine Shop	3
	220	Metallurgy	2
	230	Advanced Welding	3
	240	Manufacturing Processes	4

Mechanical Engineering Technology — 67 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Econ	200	Introduction to Economics	3
Phy	101	Introduction to Physics	4
	102	Introduction to Physics	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
Ele	100	Circuit Analysis I	3
	250	AC-DC Machinery and Controls	3
Mat	100	Materials and Processes	3
Drf	100	Engineering Graphics	3
Mec	100	Statics	3
	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3

Mining Engineering Technology — 69 sem. hrs.

(Associate in Science)

Requirements—Mining

Eng	104	Written English	3
	108	Advanced Written English	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Speech	100	Introduction top Speech Communication	3
Geo	101	General Geology	3
Chem	101	General Chemistry	4
Phy	102	Introduction to Physics	4
EDP	100	Introduction to EDP	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
Civ	200	Surveying I	4
Drf	100	Engineering Graphics	3
Ele	100	Circuit Analysis I	3
	250	AC-DC Machinery and Controls	3

Mat	100	Materials and Processes	3
Mec	100	Statics	3
	220	Fluid Mechanics	3
Min	101	Mining Orientation and Computation	1
	200	Mining Methods, Safety and Laws	2
	210	Coal Analysis, Sampling and Preparation	3
	220	Mine Mapping and Surveying	3
	240	Mine Ventilation and Drainage	2

Safety Engineering Technology — 68 sem. hrs.

(Associate in Science)

Requirements

Eng	104	Written English	3
	108	Advanced Written English	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Chem	101	General Chemistry	4
	102	General Chemistry	4
EDP	100	Introduction to Electronic Data Processing	3
Saf	201	Occupational Safety	3
Mfg	250	Personnel Problems and Labor Relations	3
Tec	290	Engineering Analysis I	4
Ele	100	Circuit Analysis I	3
Mat	100	Materials and Processes	3
Mec	100	Statics	3
Drf	100	Engineering Graphics	3
Saf Ed	101	First Aid	2
Saf	210	Disaster Preparedness and Emergency Systems	3
	220	Environmental Hazard Control	3
	230	Introduction to Industrial Hygiene	3
	235	Fire Prevention and Inspection	3
	240	Safety Engineering Design	3
	250	Safety Legislation and Compliance	3

Fashion Merchandising

(Associate in Applied Science)

Fashion Merchandising is a program designed to train competent department managers or fashion coordinators for department stores, fashion boutiques or small retail firms, as well as for ownership of independent fashion shops. This program would provide background to pursue a number of fashion industry careers.

Fashion Merchandising — 68 sem. hrs.

Accounting	201	Principles of Accounting I	3
English	104	Written English	3
	109	Technical Report Writing	3
Home Ec.	101	Principles of Clothing Construction	3
	102	Advanced Clothing Construction	2
	103	Clothing Selection	2
	115	Intro. to Fashion Merch.	3
	116	Fashion Illustration	3
	210	Textiles	3
	217	Fashion Retailing & Merch.	3
	218	Fashion Merchandising Practicum	4
	251	Applied Design	2

Home Ec.	312	Consumer Education	3
Journalism	270	Communications in Society	2
Marketing	205	Salesmanship	3
	304	Marketing	3
	305	Small Business Management	3
	320	Advertising	3
Psychology	101	Intro. to Psychology I	3
Speech	100	Intro. to Speech Comm.	3
Theatre	140	Theatrical Production	2
Electives			9

Suggested Electives

ARC	200	Graphics (PR: DRF 100)	3
Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
Bus.	306	Business Law I	3
DRF	100	Engineering Graphics	3
	205	Technical Illustration (PR: DRF 100)	3
GCT	100	Graphic Communication Processes	3
	200	Image Assembly I (PR: GCT 100)	3
	300	Basic Photography	3
H. Ec.	140	Intro. to Interior Design	3
	315	Home Management	3
Mgmt.	308	Personnel Management	3
Mktg.	300	Retailing	3

Food Service Management

(Associate in Applied Science)

Preparation for supervisory or middle management positions in the fast-growing hospitality industry is provided by the two-year Food Service Management Degree.

Basic courses for the degree give knowledge of sanitation, equipment, food purchasing, food merchandising, quantity foods, and personnel management. Actual on-the-job and laboratory experience are important parts of the 64-hour degree program.

The program allows some flexibility for men and women, who have been or are already employed in food service work, to have appropriate credit waived. This degree will also offer opportunities for advancement that may not otherwise exist for food service workers.

Places of employment:

- Airlines
- Cafeterias
- Catering Organizations
- Clubs
- College-School Food Services
- Commercial Food Processing
- Fast Food Service Operations
- Hospitals
- Hotels, Motels
- Industrial food management
- Restaurants

Types of jobs:

- Chef's Assistants
- Cooks
- Food directors
- Food Managers (Chain Operations)

Food Service Management **64 sem. hrs.**

Accounting	201	Principles of Accounting I	3
Business	102	Introduction to Business	3
	141	Business Mathematics	3
EDP	100	Introduction to EDP	3
English	104	Written English	3
	108	Adv. Written English	3
Home Ec.	110	Elementary Nutrition	2

Home Ec.	201	Principles of Food Selection and Prep.	3
	201L	Laboratory	0
	202	Meal Management	2
	202L	Laboratory	0
	219	Intro. to Food Service Industry	3
	220	Diet Therapy and Com. Nutrition	3
	221	Food Service Equipment	2
	223	Quantity Foods	3
	224	Food Service Practicum	4
	227	Food & Beverage Merchandising	3
	229	Food Management Seminar	1
Management	308	Personnel Management	3
Phys. Ed.	100	Basic Phys. Education	1
	101	Basic Physio. Cond.-Health	1
Phy. Sci.	102	Chemistry or	
	104	Physics	2
Psychology	101	Introduction to Psychology I	3
Sociology	110	Introduction to Sociology	3
Electives			7

Suggested Electives

Business	306	Business Law I	3
Economics	200	Economics	3
Home Ec.	312	Consumer Education	3
	315	Home Management	3
	318	Home Management Problems	2
Management	305	Small Business Management	3
Marketing	304	Marketing	3
Speech	100	Introduction to Speech Communication	3

Minor, B.A. and B.S. Degrees — 24 sem. hrs.

Accounting	201	Principles of Accounting I	3
Home Ec.	110	Elementary Nutrition	2
	201	Principles of Food Selection and Prep.	3
	201L	Laboratory	0
	219	Intro. to Food Service Industry	3
	221	Food Service Equipment	2
	223	Quantity Foods	3
	224	Food Service Practicum	4
	227	Food & Beverage Merchandising	3
	229	Food Management Seminar	1

General Studies

(Associate of Arts)

The open-ended self-designed nature of the General Studies program offers various options upon its completion by providing semi-professional and technical-occupational students with a minimal general education. With careful selection graduates can continue in any four-year program at Fairmont State or any other four-year college or university.

The General Studies degree meets the needs of individuals undecided about the kind of post high school training that will benefit them most, of people who discover their job skills need updating of those who may have to interrupt their education.

Prospects

- Minimal college degree for those temporarily unable to complete a four-year program.

- Continuation or transfer into four-year degree programs.
- Background in a variety of liberal arts courses which may facilitate career selection.

General Studies* **64 sem. hrs.**

Semester 1

English 104 3
Art 255 or Music 205 or Music 207 2
History or Social Science 3
Physical Education Activity 1
Science or Math 2-5
Elective 3

14-17

Semester 2

English 108 3
History or Social Science 3
Science or Math 2-5
Electives 5-8

16

Semester 3

English 260 3
History or Social Science 3
Speech Communication 100 3
Electives 7

16

Semester 4

English 250 3
History or Social Science 3
Electives 10

16

The History or Social Science and Science or Math requirements of this program may be fulfilled only by courses that are listed in the General Studies curriculum for the Bachelor of Science (B.S.) Degree.

Interior Design

(Associate in Applied Science)

This program is designed to prepare students to seek employment as an interior decorator, an assistant to an interior designer, or a home planner. Students will be prepared to work in the field of residential or commercial interior planning as a consultant and coordinator to plan, design and select materials and components. The retail industry is a major employer for graduates of this program. The opportunity to be self-employed in a design studio is also a possible career direction. Personal satisfaction may also be attained through the application of design concepts in the home. Fundamentals of the design process, technical application and professionalism contribute to a strong preparation.

Interior Design **64 sem. hrs.**

Art	255	Art Appreciation 2
Business	141	Business Matematics
		or
	102	Introduction to Business 3

Drafting	100	Engineering Graphics	3
	215	Architectural Drafting	4
	245	Architectural Design	2
English	104	Written English	3
	108	Advanced Written English	3
Home Ec.	140	Intro. to Interior Design	3
	210	Textiles	3
	251	Applied Design	2
	275	Interior Design Preacicum	4
	320	Home Planning and Furnishing	3
	351	Home Arts	3
	371	Problems in Interior Design	4
Marketing	205	Salesmanship	3
	300	Retailing	
		or	
Management	305	Small Business Management	3
Psychology	101	Intro. to Psychology I	3
Speech	100	Intro. to Speech Com.	3
Tec	410	Guided Design Seminar	4
Electives			6

Minor, B.A. and B.S. Degrees **24 sem. hrs.**

Home Ec.	140	Intro. to Interior Design	3
	210	Textiles	3
	251	Applied Design	2
	275	Interior Design Precticum	4
	320	Home Planning and Furnishing	3
	371	Problems in Interior Design	4
Art	255	Art Appreciation	2
Drf	100	Engineering Graphics	3

Medical Laboratory Technology

(Associate in Applied Science)

The Medical Laboratory Technology (MLT) Associate in Applied Science is an affiliated program between Fairmont State College and medical institutions, Fairmont Clinic, Fairmont General Hospital, Roche Biomedical Laboratory in Fairmont, and United Hospital Center, Inc., in Clarksburg.

In addition to general studies and a common core of Allied Health Science Courses, 46 credit hours are required in clinical lecture and laboratory experience coordinated with a 12-month hospital-clinical laboratory rotation.

In order to begin the clinical year of the MLT Program, a student must have an overall quality point average of 2.0 plus an overall 2.0 average in the following clinically related subjects: MLT 101 and 102, Chemistry 105 and 106, Biology 170 (Anatomy and Physiology) and 205 (Microbiology). Failure to attain this average results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

Withdrawal from MLT 101 or 102 or failure of MLT 101 or 102 results in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

The MLT Program is designed in accordance with the standards and guidelines outlined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The MLT Program is also accredited by the Committee on Allied Health, Education and Accreditation (CAHEA). Upon completion of the required curriculum, students are eligible for a national certifying examination.

Because only a limited number of students can be selected each year, applicants are advised to make application by January 31. Admission is based on these factors: high school record, ACT scores, and a personal interview. High school chemistry or its equivalent is also required for admission.

Places of employment:
- Hospitals
- Clinics
- Independent Laboratories
- Physicians' offices
- Public health agencies
- Pharmaceutical firms
- Research institutions

Types of jobs:
- Medical laboratory analysis

Medical Laboratory Technology — 76 sem. hrs.

Semester I

Eng. 104	Written English	3
Math 111	Intro. to Algebra	3
Chem. 105	Chemical Principles	5
MLT 101	Introduction to MLT	3
Bio. 170	Anatomy & Physiology	4
		18

Semester II

English 108	Advanced Written English	3
Chemistry 106	Chemistry Principles	5
Biology 205	Technical Microbiology	4
Psychology 101	Introduction to Psychology I	3
MLT 102	Clinical Microscopy and Laboratory Instrumentation	3
		18

(All of the above courses must be completed prior to the clinical year.)

Twelve-Month Clinical Rotation

MLT 200	Clinical Serology Lecture	1
MLT 201	Clinical Serology Practicum	1
MLT 202	Clinical Biochem. Lecture	4
MLT 203	Clin. Biochem. Practicum A	2
MLT 204	Clin. Biochem. Practicum B	2
MLT 205	Clinical Microbio. Lecture	4
MLT 206	Clin. Microbio. Practicum A	2
MLT 207	Clin. Microbio. Practicum B	2
MLT 208	Clin. Mycology and Parasitology	1
MLT 209	Clin. Microscopy Practicum	1
MLT 210	Clin. Hematology Lecture	4
MLT 211	Clinical Hematology Practicum A	2
MLT 212	Clin. Hematology Practicum B	2
MLT 213	Immunohematology Lecture	4
MLT 214	Immunohematology Practicum A	2
MLT 215	Immunohematology Practicum B	2
MLT 216	Seminar	1
MLT 217	Laboratory Operations and Management	3
		40

Medical Record Technology

(Associate in Applied Science)

The Medical Record Technology Program is designed to prepare students to work as medical technicians in health care facilities.

The medical record technician is trained in all functions of health information systems including record assembly, analysis, abstracting, storage and retrieval; statistical reporting and analysis; transcription; legal aspects of health information; disease and operation coding and indexing; requirements for licensure and accreditation; quality assurance and risk

In addition to mastery of technical skills, the technician is prepared to accept the responsibility of supervising health record operations in a variety of health facilities.

The Medical Record Technology Program is accredited by the Committee on Allied Health Education and Accreditation in collaboration with the American Medical Record Association. Graduates of the program are eligible to apply to write the accreditation examination of the American Medical Record Association for the Designation ART—Accredited Record Technician.

In order to continue in the program of Medical Record Technology, a student must have an overall 2.0 average plus an overall 2.0 average in the following subjects: Allied Health 100, 102; Biology 170; MRT 103, 104, 106, 107, 108, 109, 110, 205, 206, 207, 208, and 209. Failure to maintain this average results in dismissal from the program.

Withdrawals from any MRT course or failure of any MRT course results in dismissal from the Program. Readmission is on the basis of reapplication and reacceptance.

Because only a limited number of students can be selected each year, applicants are advised to make application before January 31. Applications received after that date will be considered, but only on a "space available" basis. Individuals admitted to the program will be notified before March 31. Admission is based on these factors: high school records, ACT scores, and college course work (if applicable).

Places of employment:
- Doctors' offices
- Clinics
- Hospitals
- Nursing Homes

Types of Jobs:
- Medical Records Clerks
- Medical Records Transcriptionists

In addition, the medical record technician operates word processing equipment, abstracts discharge data to support quality assurance activities, supports committee chairpersons in carrying out committee functions, and supervises one or more health record service activities.

Medical Record Technology — 67 sem. hrs.

Semester I

MRT	103	Directed Practice I 1
	104	Introduction to Medical Records 3
	107	Storage Systems 2
AH	100	Medical Terminology 3
SOC	110	Introductory Sociology 3
ENG	104	Written English 3
PSY	101	Introduction to Psychology I 3
		18

Semester II

MRT	110	Legal Aspects of Health Information 3
	106	Directed Practice II 2
	108	Medical Transcription/Word Processing 3
	109	Health Care Statistics 3
BIO	170	Anatomy and Physiology 4
Electives		 2
		17

Semester III

MRT	205	Classification Systems, Indexes, Registers 5
	206	Directed Practice III 3
AH	102	Pathophysiology 3
ENG	108	Advanced Written English 3
EDP	100	Introduction to Electronic Data Processing 3
		17

Semester IV

MRT	207	Health Information Supervision	5
	208	Directed Practice IV	3
	209	Seminar	2
MGT	314	Office Management	3
Elective			2
			15

Music Merchandising

(Associate in Applied Science)

This degree is intended to provide the music industry with qualified retail personnel in the area of musical merchandising and enable qualified students to prepare themselves adequately for music merchandising careers. The employment needs and placement opportunities for competent musically trained personnel with a merchandising background are both regional and national.

In this program, students will receive formal college courses and on-the-job training in approved business establishments. Instruction at the college and on-the-job training will be correlated to provide students with knowledge, skills, and attitudes to reach their career objective.

Required Courses **69 sem. hrs.**

Accounting	201	Principles of Accounting	3
	202	Principles of Accounting	3
Business	141	Business Mathematics	3
English	104	Written English	3
	108	Advanced Written English	3
Management	305	Small Business Management	3
	308	Personnel Management	3
Marketing	205	Salesmanship	3
	300	Retailing	3
	312	Retail Field Experience	4
	320	Advertising	3
Music	105	Piano Class I	1
	105	Piano Class II	1
	109	Theory, Comprehensive	4
	110	Theory, Comprehensive	4
	139	Voice Class I	1
	169 or 173 or 172 I		1
	169 or 173 or 172 II		1
	169 or 173 or 172 III		1
	169 or 173 or 172 IV		1
	107, 141, 177 to 204 Applied I		1
	107, 141, 177 to 204 Applied II		1
	107, 141, 177 to 204 Applied III		1
	107, 141, 177 to 204 Applied IV		1
	206	Music Appreciation for Majors	3
	211	String Class I	1
	213	Brass Class I	1
	215	Woodwind Class I	1
	217	Percussion Class I	1
	251	Instrumental Repair and Maint. I	2
Speech Com.	100	Introduction to Speech Com.	3
Electives			4

Nursing

(Associate in Science)

The two-year Associate Degree Nursing Program is designed to prepare beginning technical practitioners of nursing to work in structured settings. The curriculum includes a balance of nursing and non-nursing courses. Learning experiences in the college and clinical laboratories are a vital component of the nursing courses. Students have the opportunity to apply nursing theory and skills in clinical settings which may include local hospitals, nursing homes, nearby clinics, schools and Weston Hospital.

To be considered for admission into the nursing program, the applicant must:

1. Meet the general admission requirements of Fairmont State College.
2. Have successfully completed high school chemistry or the equivalent (Physical Science 102).
3. Submit application for admission designating nursing as a major field of study, ACT scores, high school transcript or GED scores, and college or LPN transcript (if applicable) to the Admissions Director by December 31 to be considered for the following academic year.
4. Submit a resume to the Admissions Director if the candidate is not a recent high school graduate.
5. Have a strong math and science background.

To progress to the second year of the program, a student must have an overall grade point average of 2.0 in the nursing courses and an average of 2.0 in the following courses: Anatomy and Physiology (Biology 170); Nutrition (Home Economics 110); Microbiology (Biology 205); Introduction to Psychology (Psychology 101); and Introduction to Pharmacology (Allied Health 106).

To graduate from the nursing program, a student must have a 2.0 average in nursing courses and a cumulative 2.0 grade point average. Graduates of the program are eligible to take the National Council Licensing Examination for licensure as a Registered Nurse provided they meet the three legal requirements delineated in the West Virginia Code, Chapter 30, Article 7, Section 7. These requirements are:

1. Is of good moral character.
2. Has completed an approved four-year high school course of study or the equivalent thereof.
3. Has completed an accredited program of registered professional nursing education and holds a diploma of a school accredited by the board.

The nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing. Associate Degree Nurses are qualified to work in hospitals, nursing homes, physicians' offices and clinics. Graduates may also continue in higher education toward Bachelor's and Master's degrees in nursing and related fields.

Nursing **75 sem. hrs.**

First Term (Fall Semester)

Allied Health 106	Intro. to Pharmacology	2
English 104	Written English	3
Nursing 101	Fundamentals of Nursing	7
Home Ec. 110	Nutrition	2
Biology 170	Anatomy and Physiology	4
		18

Second Term (Spring Semester)

Psychology 101	Introduction to Psychology I	3
Nursing 103	Medical-Surgical Nursing	10
Biology 205	Technical Microbiology	4
		17

Summer Session (5 weeks)

Nursing	120	Psychiatric Nursing	6
			6

Fourth Term (Fall Semester)

English	108	Written English	3
Sociology	110	Introduction to Sociology	3
Nursing	202	Medical-Surgical Nursing	10
	204	Trends in Nursing	2
			18

Fifth Term (Spring Semester)

Pol. Sci.	103	American Government	3
		or	
	200	Introduction to Political Science	3
Nursing	205	Maternity Nursing (8 weeks)	5
	206	Nursing of Children (8 weeks)	5
Elective		(Consent of Adviser)	3
			16

Psychological Service Technician

(Associate in Applied Science)

Developed to meet demands for workers in mental health and applied areas of psychology and human services, the Psychological Service Technician program provides opportunities for individuals interested in service careers. Also allowing continuation toward a B.S. degree without loss of time or credits, it assures professional advancement.

In practice students perform therapeutic-preventive roles and are involved in recognition and assessment of problem behaviors through interviews, observation, testing and program implementation, under supervision.

Types of jobs:
- Community action workers
 - Caseworker aides
- Psychiatric aides
- Public health aides
- Mental health aides
- Employment service interviewers
- Social security officers
 - claims
 - interviews

Places of employment:
- Public institutions
- Private institutions
- Corrections organizations
- Schools
- Drug abuse center programs
- Mental health centers
- Hospitals

Psychological Service Technician **64 sem. hrs.**

English	104	Written English	3
	108	Advanced Written English	3
		or	
	109	Technical Report Writing	3
Spch. Com.	100	Introduction to Speech Communication	3
	240	Group discussion	3
Sociology	110	Introduction to Sociology	3
Psychology	101	Introduction to Psychology	3
	102	Introduction to Psychology	3
	210	Personal Adjustment	3
	250	Community Psychology	3
		or	
	260	Industrial and Personnel-Psychology	3
	230	Social Psychology	3

494	Interpersonal Dynamics	3
497	Clinical Practicum I	3
498	Clinical Practicum II	3
	Psychology Electives	12
	Electives	9
480	Directed Studies	4

The program is relatively open in that many electives exist. The "open electives" may be used to fulfill basic studies requirements towards a B.S. degree or in pursuing personal interests. The "psychology electives" must be chosen in consultation with the student's adviser and may be from the psychology curriculum or other disciplines. This flexibility allows for an optimum "student-training—job market" fit. It is in the Practicums and Seminar, where the student's educational experiences and "real world" demands meet, that an integration occurs under the direction of a faculty member and agency supervisor.

Minor, B.A. and B.S. Degrees — 18 sem. hrs.

Required Courses

101	Introduction to Psychology I	3
102	Introduction to Psychology II	3
Any two courses from the 200 Level		6
Any two courses from the 300 or 400 Levels		6

Retail Management

(Associate in Science)

Designed to prepare students for careers in middle management positions in large or small retail firms as well as for independent store ownership. Retail Management combines on-campus courses with part-time positions at carefully selected area retail establishments, consistent with individual employment goals.

During the two-year period a minimum of 240 hours of on-the-job training is required, enabling students to put theory into practice while developing competencies through practical experience. Course work emphasizes the functions of marketing, economics, merchandising, operations and management within the retailing field. Students are provided academic, personal and occupational guidance and assistance in finding both full-time and part-time employment.

Places of employment:
- Positions in large and small firms
- Vacation resorts
- Hotels
- Motels
- Wholesale establishments

Types of jobs:
- Independent store ownership
- Management training with retail firms
- Sales—retail and wholesale

Retail Management Curriculum — 64 sem. hrs.

Business	102	Introduction to Business	3
	141	Business Mathematics	3
Accounting	201, 202	Principles of Accounting	6
Marketing	300	Retailing	3
Management	308	Personnel Management	3
Marketing	304	Marketing	3
Management	305	Small Business Management	3
Business	306, 307	Business Law	6
Marketing	320	Advertising	3
	205	Salesmanship	3
	312	Retail Field Experience	4
English	104, 108	Written English	6

Economics	201, 202	Economic Principles and Problems	6
EDP	100	Intro. to Electronic Data Processing	3
Electives			9

Minor, B.A. and B.S. Degrees **18 sem. hrs.**

Marketing	205	Salesmanship	3
	300	Retailing	3
	304	Marketing	3
Management	305	Small Business Management	3
	308	Personnel Management	3
Marketing	320	Advertising	3

Secretarial

(Associate in Science)

The two-year secretarial program provides entry-level training for students desiring secretarial or stenographic employment by preparing them to meet demands of current complex office procedures. Necessary basic skills, understanding and appreciation of business operations, decision-making, and personality development are studied in this associate degree program.

While the secretary's primary job is taking dictation and transcribing for one or more persons, often in a stenographic pool, the secretary may also have other duties: typing records and filing; answering the phone and receiving callers; opening, reading, and routing mail; operating simple office machines; and composing routine letters. As the secretary improves basic skills, acquires experience and becomes thoroughly familiar with the boss' policies, as well as the business, he/she relieves the employer of routine chores and details, planning business trips, arranging appointments and meetings, keeping the calendar, running personal errands, handling personal mail, and even composing some of the correspondence, which requires a thorough knowledge of grammar, punctuation and spelling.

Places of employment:
- Business, legal and medical offices
- Government agencies
- Insurance firms
- Banks
- Legal departments

Types of jobs:
- Stenographers
- Secretaries
- Executive Secretaries
- Clerical positions

Required Courses **64 sem. hrs.**

Business	102	Introduction to Business	3
	141	Business Mathematics	3
Bus. Ed.	102	Intermediate Typewriting/Keyboarding	3
	202	Intermediate Shorthand	4
	204	Secretarial Accounting	3
	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	301	Advanced Shorthand and Transcription	4
	303	Specialized Shorthand Applications	4
	340	Principles of Word Processing	3
	341	Word Processing Applications	3
	342	Electronic Records Management	3

Bus. Ed.	360	General Office Procedures	3
	361	Specialized Office Procedures	3
	362	Directed Office Experience	2
EDP	100	Introduction to EDP	3
English	104	Written English	3
	109	Technical Report Writing	3
Management	314	Office Management	3
Psychology	101	Introduction to Psychology I	3
Speech	100	Intro. to Speech Communication	3
		or	
	107	Speech Improvement	3

One-Year Certificate—Secretarial in Applied Science — 34 sem. hrs.

Business Ed.	102	Intermediate Typewriting/Keyboarding	3
	201	Beginning Shorthand/Elective*	4
	202	Intermediate Shorthand	4
	211	Advanced Typewriting/Keyboarding	3
	230	Introduction to Word Processing	3
	251	Business Communications	3
	342	Electronic Records Management	3
	360	General Office Procedures	3
	361	Specialized Office Procedures	3
	362	Directed Office Experience	2
English	104	Written English	3

*If a student has previous shorthand training, a business education elective should be taken in lieu of shorthand.

Two-Year Word Processing/Office Automation — 64 sem. hrs.

Required Courses

Business	102	Introduction to Business	3
	306	Business Law	3
Bus. Ed.	102	Intermediate Typewriting/Keyboarding	3
	211	Advanced Typewriting/Keyboarding	3
	251	Business Communications	3
	310	Supervising Office Systems Personnel	3
	340	Principles of Word Processing	3
	341	Word Processing Applications	3
	342	Electronic Records Management	3
	343	Word Processing Transcription	3
	344	Word Processing Management	3
	345	Word Processing Practicum	2
	346	Word Processing Directed Office Experience	2
	360	General Office Procedures	3
EDP	100	Introduction to EDP	3
English	104	Written English	3
	109	Technical Report Writing	3
Management	314	Office Management	3
Psychology	101	Introduction to Psychology	3
Speech	100	Introduction to Speech Communication	3
Elective			3

Veterinary Technology

(Associate in Applied Science)

The Veterinary Technology Program trains individuals for a career as Animal Health Technicians (A.H.T.) in the very dynamic field of veterinary medicine. This is not a pre-veterinary medicine course of study. As assistants to veterinarians, A.H.T.'s

are involved in all aspects of animal health, disease, and welfare. Most graduates are employed in a private veterinary practice.

The most financially rewarding positions for A.H.T.'s are in some aspect of Laboratory Animal Medicine. The V.T. Program, provides the opportunity to become certified as an Assistant Laboratory Animal Technician. Very productive careers are also available in diagnostic laboratories, pharmaceutical sales, biomedical research, theriogenology, herd health management, and government agencies.

The V.T. Program is a limited enrollment program, with a new class starting each fall. Applications should be received by the Director of Admissions before January 31. Individuals applying by this date and admitted to the program will be notified before April 15. Applications received after January 31 will be considered on a "space available" basis. Admission is based on high school records, ACT scores, prior experience, and prior college work (if applicable).

Part-time students are admitted to the program.

To continue in the V.T. Program, the student must meet the following standards:

a. Pass all courses required for the A.A.S. Degree.
b. In order to begin the preceptorship phase the student must have an overall grade point average (G.P.A.) of 2.0 plus complete the following clinic related courses with an overall 2.0 average: VT 113, VT 114, VT 116, VT 122, Biology 170, and Biology 205.
c. Continue to maintain the 2.0 G.P.A. overall and in the V.T. classes, after the second semester.

Readmission to the program will be determined on an individual basis. This will be decided by the Admissions Committee on the basis of the qualifications of the student when compared to the other students applying for their particular class and on a space available standard. When a student fails a required course, the applicant must pass the course with a "C" grade or better before applying for readmission to the program. Students in good standing who withdraw from the program for unpredictable or uncontrollable reasons will be given priority consideration if they reapply.

76-77 sem. hrs.

Fall Semester

Speech	100	Introduction to Speech Communication	3
English	104	Written English	3
AH	100	Medical Terminology	3
Biology	170	Anatomy and Physiology	4
VT	113	Introduction to Veterinary Technology	3
VT	114	Breeds and Breeding	2
			18

Spring Semester

English	108	Advanced Written English	3
Biology	205	Technical Microbiology	4
VT	116	Clinical Procedures	5
VT	122	Treatment of Disease	3
Psych.	101	Introduction to Psychology	3
			18

Summer (Both Terms)

VT	271	Preceptorship I	8
			8

Fall Semester: Second Year

VT	210	Lab Animal Technology	3
VT	212	Farm Animals	2
VT	217	Clinical Lab Procedures	4

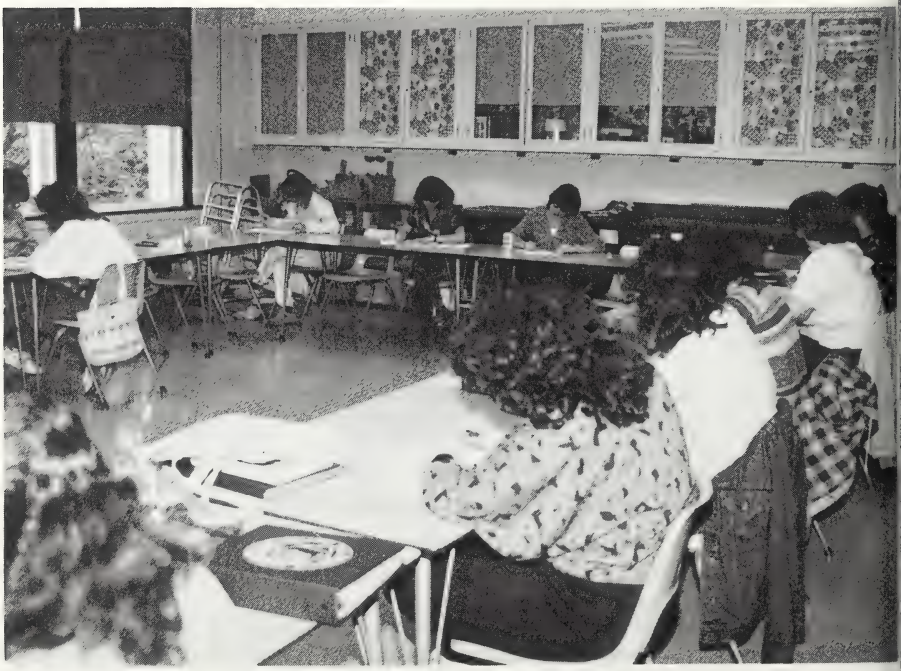
VT	222	Animal Diseases	4
Bus.	141	Business Mathematics	3
Restricted Elective			2-3
			18-19

Spring Semester: Second Year

VT	219	Seminar	2
VT	272	Preceptorship II	12
			14







Courses of Instruction

Accounting

(Division of Commerce)

201. Principles of Accounting I **three hours**

Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for individual proprietorships.

202. Principles of Accounting II **three hours**

The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: 201.

203. Accounting Practicum **three hours**

This course consists of the study of accounting job entry level skills as defined from a survey of typical employers. It includes the study of accounting considerations of starting a new business, initiation of an accounting system, payroll accounting, payroll tax reporting, consumer sales tax reporting, related income tax reporting and cash control. Microcomputer accounting application instruction is incorporated in this course. The student will be required to complete a micro-computer accounting application project. PR 201 or equivalent.

301. Intermediate Accounting I **three hours**

Primarily the study of general financial accounting theory as it relates to balance sheet items. Included is a brief review of the accounting cycle and income recognition theory. Current tax regulations are considered where applicable. PR: 202.

302. Intermediate Accounting II **three hours**

A continuation of 301 to include the study of corporate ownership equity and the analysis and interpretation of accounting data. PR: 301.

303. Accounting Internship **one to three hours**

The program is designed to offer the student a ten-week internship with an accounting, industrial, or governmental organization during the summer. The student will receive up to four hours of college credit for the internship program. When possible, the term of the internship should coincide with the two five-week summer terms offered at Fairmont State College. However, this can be adjusted to the needs of the student and/or employer. Regardless of the length of the internship, the student will receive a maximum of four hours credit.

330. Advanced Accounting I **three hours**

Includes accounting for special situations: partnerships, installment and consignment sales, home office-branch relationships, consolidations, and fund accounting. Attention is focused on the current AICPA position relative to these special accounting situations. PR: 302.

331. Advanced Accounting II **three hours**

A continuation of Business 330; exploration of advanced accounting topics. PR: 330.

404. Cost Accounting **three hours**

The relationship of cost accounting to the performance of management pursuit of company objectives is studied with four basic points of view in mind: (1) cost principle, (2) cost determination, (3) cost control, and (4) cost analysis. PR: 301, 302.

405. Auditing **three hours**

Duties and responsibilities of auditors, methods of verification of balance sheet and income and expense accounts with the applicable principles of internal control. Preparation of working papers, schedules, audit reports, and certificates. PR: 201, 202, 301, 302.

406. Federal Income Tax Accounting: Individual **three hours**

Preparation of income tax returns from the accounts of an individual; exclusions and inclusions for gross income, capital gains and losses, business expenses, and other deductions.

407. Federal Income Tax Accounting: Partnership and Corporation **three hours**

Continuation of 406, including preparation of income tax returns from accounts of partnerships, estates and trusts, and corporations. While previous accounting knowledge or experience will be helpful, no prior accounting training, knowledge, or experience is required. PR: 406.

Allied Health

(Division of Health Careers)

100. Medical Terminology **three hours**

Designed to enable the student to recognize medical works from the Greek and Latin parts, to spell and pronounce medical words correctly and to use a medical dictionary intelligently. Fall and Spring Semesters.

102. Pathophysiology of Disease **three hours**

Study of the disease process, terminology and association with the body structure. Fall Semester.

106. Introduction to Pharmacology **two hours**

This course is designed to introduce the student to basic concepts of classification, action and implications related to the administration of medications. This course is required for nursing students. PR: Admission to the nursing program or consent. Fall Semester

199. Special Topics in Allied Health **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

301. Health Care Organizations **three hours**

Organization, current legislation; roles and relationships of the health care professions are discussed in detail. Emphasis is placed upon roles of hospital management. Factors of comprehensive health care, hospitals, and extended care facilities. Responsibility of the health care agency regarding competent and responsible care of patients is defined. Organization patterns in health care agencies, as well as contributions of health professionals and paraprofessionals in meeting human needs will be emphasized. PR: 101. Fall Semester.

302. Management Problems of the Health Care Delivery System **three hours**

Fiscal, legal, supervisory having specific problems to health care facilities is discussed. Emphasis will be placed upon medical records and utilization review, as well as the role and limitations of the hospital in the health care system. Inadequate access of health care delivered to all Americans is discussed, with emphasis on the problems of poverty and the elderly regarding health delivery. PR: 101, 104, 105, 301. Spring Semester.

341. Death and Dying **three hours**

This course analyzes the impact of complex social change on death, humanity's most enduring mystery and most powerful taboo. Included are the study of past circumstances and future possibilities; death and dying from a variety of perspectives,

including the individual, the family, and the society; examination from the perspectives of diverse academic disciplines, from history and sociology through medicine and psychology to literature and ethics. Also included are such controversial topics as life after death, care of the dying patient, funerals, and moral and ethical dilemmas. Fall and Spring Semesters.

372. Legal and Medical Ethics **three hours**

This course is designed to acquaint the student with the legal and ethical responsibilities of the administrator involved in health care. Emphasis would be placed upon legal issues as well as legal responsibilities and liabilities. PR: Consent of Instructor. Fall and Spring Semesters.

399. Special Topics in Allied Health Administration **one-six hours**

Studies in special selected topics in health administration and management are determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives. Arranged.

401. Allied Health Practicum and Seminar **three-seven hours**

Practical situations in relevant managerial programs will be available in various health care agencies such as nursing homes, hospitals, public health departments, mental health departments, and outpatient clinics will occur. The practicum will be adapted to the student's individual needs and career goal. Seminars will be held to present oral and written report of projects assigned by program coordinators and supervising agency. This experience will be supplemented with relevant planned field trips, guest lectures, and orientation lectures designed to enhance the activities of previous classroom instruction. Eight contact hours each week. PR: 101, 104, 105, 301. As needed.

412. Veterinary Laws and Ethics **one hour**

The legal and ethical responsibilities of the business manager and other paraprofessionals of the veterinary profession are studied. PR: Upper class status. As needed.

427. Health Record Administration **three hours**

This course is designed to acquaint the student with medical record composition, documentation, release of confidential information, filing sytems, disease classification systems and Joint Commission on Accreditation of Hospitals regulations. PR: Consent of Instructor. Fall Semester (Alternate Years-Odd).

Art

(Division of Fine Arts)

140. Art Structure and Applied Design **three hours**

Introductory course in the principles of design applicable to various media and techniques used in studio problems.

141. Art Structure and Applied Design **three hours**

Further study of the principles of design, techniques and media with emphasis on the individual's creative development.

142. Drawing **three hours**

The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester.

155. Theory of Art **two hours**

Aesthetics and its application to studio work, as well as the philosophy, psychology, components, sociology, history of art, and art criticism. Fall semester.

199. Special Topics in Art **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

241. Drawing from Life **three hours**
Drawing from the posed model accompanied by analytical studies of anatomy. PR: 142. Spring semester.

255. Art Appreciation **two hours**
Considers the social and historical backgrounds and modern developments in various art fields.

261. Painting **three hours**
Introductory course in painting, exploring various painting media and techniques. PR: 140, 141, 142 or instructor's consent.

262. Painting **three hours**
Continuation of 261 emphasizing individual creative developments. PR: 261 or consent of instructor.

278. Ancient and Medieval Art **three hours**
History of Art from prehistoric times to 1400 A.D. An analysis of the various artistic expressions resulting from the philosophic, religious and sociological conditions. Offered once every three semesters.

280. Practicum **six hours**
Supervised on-the-job learning work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program.

283. Modeling and Sculpture **three hours**
Introductory course using clay modeling, plaster, and metal sculpture.

284. Modeling and Sculpture **three hours**
Advanced work in various sculptural media: metal casting, carving, constructions, etc. PR: 283 or consent of the instructor.

341. Graphics **three hours**
Introduction to various techniques in printmaking as an artistic expression. PR: 142 or consent of instructor. Offered the spring semester.

353. Elementary Art Education I **two hours**
Experiences and theory designed to prepare students to teach art on the kindergarten-primary level. Directed experiences in two and three dimensional media such as drawing, painting, poster, sculpture, and design using various media.

354. Elementary Art Education II **two hours**
The theories, philosophy, and methods of teaching art in elementary school. Experiences supplemented—with references to the needs of students in teaching grades 5-8.

355. Problems in Teaching Art I **two hours**
The student will define what an art problem is, define the teachable aspects of art, examine what motivation is in art and in connection with particular art problems, and produce some art objects utilizing media and materials generally obtainable in and around most elementary schools.

356. Problems in Teaching Art II **two hours**
The student will define what an art problem on the secondary level is, examine how skill and success are related in studio art, utilize art historical example, examine how art and society are related, define what is teachable in art, and select specific art problems in conjunction with the particular age level and interests of secondary students.

361. Painting in Oil **three hours**
Development of individual expression in painting. PR: 262 or consent of instructor.

362. Painting in Oil **three hours**
Continuation of 361. PR: 361 or instructor's consent.

363. Painting in Watercolor **three hours**
Introductory course in the fundamentals and techniques of watercolor. PR: 140, 141, 142 or instructor's consent.

364. Painting in Watercolor **three hours**

Continuation of 363 emphasizing individual creative development. PR: 363 or consent of instructor.

377. Italian and Northern Renaissance Art **three hours**

History of painting, sculpture, architecture, and the minor arts in Italy, the Netherlands, Germany, Spain, France, and England from circa 1400 A.D. to the nineteenth century. PR: Art 255. Offered once every three semesters.

378. Nineteenth Century and Contemporary Art **three hours**

History of art from the nineteenth century to the present with an analysis of art movements. PR: Art 255. Offered once every three semesters.

383. Ceramics **two-three hours**

Introduction to basic ceramic techniques; hand construction, potters wheel, glazing and kiln firing.

384. Ceramics **two-three hours**

Advanced work in ceramic sculpture, wheel thrown ceramics, glaze theory, kiln firing, and kiln construction. PR: 383 or instructor's consent.

431. Methods and Materials in Teaching Art **two hours**

Planning and application of problems for junior and senior high schools. Coordinated with the Education Department and the public schools. Designed for students who are student teaching or for teachers in service. Taken during the Initial Performance Practicum.

461. Advanced Painting in Oil **three hours**

PR: Art 362 or consent.

462. Advanced Painting in Oil **three hours**

PR: Art 461 or consent.

463. Studio in Painting **three hours**

The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: Art 362.

464. Studio in Ceramics **three hours**

The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: Art 384.

465. Studio in Sculpture **three hours**

The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits.

467. Area Studies **one-four hours**

468. Area Studies **one-four hours**

469. Area Studies **one-four hours**

A group of three courses intended to allow the student intensive or continued study in a particular area. These are elective courses and the consent of the instructor is required. A six-hour limit is imposed for each student. These courses are not eligible for substitution for required courses in the Art specialization. PR: Consent of instructor.

470. Senior Exhibit **one hour**

Required of all art majors during their senior year: to organize a formal gallery exhibition of works selected from their college work.

Banking

(Division of Commerce)

280. Principles of Banking **three hours**

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descrip-

tive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

381. Management of Commercial Bank Funds **three hours**

This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are spelled out so that this course is useful to bankers in institutions of all sizes.

382. Credit Department Management **three hours**

This course, directed toward the executive level, concerns itself with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.

383. Bank Investments **three hours**

This course will provide the student with the background to understand the relationship between bank and investment policy and other functional areas of banking. Subjects covered will be the nature of risk, liquidity and yield, and how they are measured. PR: Bus. 380.

384. Bank Management **three hours**

This course presents principles and new trends which have emerged in the philosophy and practice of bank management. The study and application of the principles provides the student with a working knowledge of bank management. The course touches on banking objectives, planning, structure, control, and the interrelationship of various bank departments. PR: Bus. 380.

385. Analyzing Financial Statements **three hours**

This course will provide the student with the necessary techniques and tools to evaluate the financial conditions and operating performance of a modern business. The course will cover financial statement analysis, financial and business funds flow, and techniques of analyzing financial statements. PR: Bus. 201, 202, and 380.

388. Installment Credit **three hours**

This course emphasizes the pragmatic details of installment credit. Topics covered include principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing, credit insurance, and rate structure and yields.

389. Law and Banking **three hours**

This course presents an introduction to commercial law as it relates to specific banking transactions. Among topics covered are contracts, real property, personal property and sales, negotiable instruments and bank collections, and secured financing.

390. Negotiable Instruments **three hours**

This course explores the relevant legal implications of normal activities and transactions in bank operations. Commercial paper and checks are covered in detail and many of the situations that occur in the deposit, collection, dishonor and return, payment of checks and the relationship of the various parties in bank collection channels are explored.

391. Marketing for Bankers **three hours**

This course presents the topics of marketing information, research, target, marketing mix, and methods of market planning as they relate to banking.

392. Trust Functions and Services **three hours**

This course provides an overview of the generally accepted principles of the law of estates and trusts, and trust functions and services encountered in the daily operation of a trust department.

393. Savings and Time Deposit Banking **three hours**

This course reviews the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Also covered are interest rates, types of savings accounts, and the management of savings institutions.

Biology

(Division of Science and Mathematics)

101. Introduction to Biology **four hours**

Introductory studies concerning the following areas: chemical and physical properties of the cell, genetics, and some attention given to ecological relationships. Three lectures and one two-hour laboratory per week. Not accepted toward fulfilling any biology degree requirements.

102. Introduction to Biology **four hours**

A study of plants and animals emphasizing basic life functions and their interrelationships to a changing environment. Three lectures and one two-hour laboratory per week. Not accepted toward any biology degree requirements.

103. Introduction to Environmental Biology **four hours**

Introductory studies involving class discussions and laboratory or field work in the principles of environmental biology. Designed primarily for the student interested in the problems of environmental concerns, the interrelations among organisms and their physical and chemical environments. Three lectures and one two-hour laboratory or field session per week.

150. Human Sexuality **three hours**

The study of the various aspects of human reproduction. Anatomical, physiological, ecological and sociological areas of reproduction will be covered. It is designed as a general education course for all students. Biology 150 will not be accepted toward fulfilling specific requirements for any degree in biology.

170. Anatomy and Physiology **three-four hours**

Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the processes leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, nervous, reproductive, and endocrine systems as well as the interactions. Three hours lecture and one 2-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs, who will not take the lab.

199. Special Topics in Biology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Ornithology **three hours**

Lecture, field and laboratory studies on the anatomy, identification, migration, nesting and food habits of birds. Consideration is given to the economic, aesthetic and ecological significance. Two lectures and one two-hour field and/or laboratory periods per week.

205. Technical Microbiology **four hours**

Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and invasiveness of microbes; modes of disease transmission; resistance and immunity; and

techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three lectures and one 2-hour lab per week. Biology 224 will not substitute for Biology 205 or vice versa.

210. Field Studies in Biology **three hours**

A survey stressing the taxonomy, distribution and habits of representative forms of the area. Special emphasis on collection, identification, and preservation of some of the more representative forms. One hour lecture and/or 4 hours of laboratory and field work per week. PR: 101, 102, or 103; or 219, 230.

215. Bio-Photography **two hours**

A course designed to familiarize students with the fundamentals of photography and its many applications in the field of biology, including photomicrography. Open to students who have an interest in both photography and biology. PR: 10 hours of biology courses.

219. General Zoology **four hours**

Introduction to the animal kingdom and to general principles applicable to Invertebrate and Vertebrate Zoology. Three lectures and one 2-hour laboratory per week.

220. Invertebrate Zoology **four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of the invertebrate animals will be presented. This course is designed for biology majors, minors and pre-professionals. PR: 219.

221. Vertebrate Zoology **four hours**

Two lectures and two two-hour laboratories each week. Facts and principles fundamental to an understanding of vertebrate animals will be presented. PR: 219.

224. Microbiology **four hours**

Three lectures and one two-hour laboratory each week. The techniques of isolating and identifying bacteria are considered. Attention is given to the several types of disease-producing microorganisms and methods of control. This is a general course designed to give the student an understanding of the importance of microorganisms in the life of man. PR: 230.

230. General Botany **four hours**

Two lectures and two two-hour laboratories each week. The first part of the semester is given to the study of the structures and functioning of the seed plant. The second part includes a survey of both lower and higher forms of plants with emphasis on reproductive structures. Basic to all other botany courses.

242. Bio-Ecology **three hours**

This course constitutes a study of the relationship of organisms to their environment. The edaphic, climatic, and biotic factors are given consideration. Human ecology and conservation are presented where pertinent. PR: 101, 102, or 103; or 219, 230.

245. Aquatic Ecology **three hours**

An introductory study of aquatic environment concerning the physical, chemical, and biological conditions of water with emphasis on the ecological principles and techniques related to the environmental effects and biota. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102 or 103; or 219 or 230.

250. Introduction to Entomology. **three hours**

Two hours lecture and two (2) hours of lab and/or field work per week. Lecture, laboratory, and field studies on the anatomy, physiology, distribution, and identification of insects. Major emphasis will be placed on identification and economic importance.

285. Field Zoology **three hours**

Primarily for those who teach or intend to teach biology. This course aims to familiarize students with the animal life of the State in its natural surroundings and includes the collection, identification, and study of habits of the various forms found in this region. PR: 101, 102, or 103; or 219. Offered only in summer.

290. Field Botany **three hours**

Designed primarily for those students who plan to teach. The various groups of plants are considered in the field and laboratory with emphasis on the seed plants. Some attention is given to ecology. PR: 101, 102 or 103 or consent of instructor. Offered only in summer.

310. Cell Biology **three hours**

An introductory course in cellular physiology emphasizing functions common to all living forms of matter. The physical and chemical properties of protoplasm will be studied to show their relationship to structure, morphology, and development of cells and their significance in the life processes relating form and function. PR: Chemistry 101, 102 or Chemistry 105, 106.

320. Population Biology **three hours**

A study of life phenomena at the population level with emphasis on qualitative description and quantitative analysis of characteristics of natural populations. Two one-hour lectures and one two-hour laboratory per week. PR: 101 and 102, or 103; or 219 or 230 or 242.

340. The Plant Kingdom **three hours**

Two lectures and one two-hour laboratory per week. This course deals with the structural characteristics of the great plant groups through the bryophytes. Their organization, development, and reproductive structures are considered in detail. Teaching materials are compiled and techniques are developed. There are field trips on occasion. PR: 230.

341. The Plant Kingdom **three hours**

Two lectures and one two-hour laboratory each week. Continuation of the Plant Kingdom 340, but may be taken as an independent unit. This course covers the vascular plants including the ferns, gymnosperms, and angiosperms. PR: 230.

342. Mycology **four hours**

The course constitutes a study of the development, morphology and taxonomy of the fungi and familiarizes the student with the relation of fungi to human affairs. Two lectures and two two-hour laboratories weekly. PR: 230.

350. Comparative Anatomy of Vertebrates **four hours**

Two lectures and two two-hour laboratories each week. The anatomical similarities and differences among representative vertebrate animals will be given to evolutionary structural advancements. PR: 221.

360. Biochemistry **three hours**

A study of the general principles of biochemistry including the metabolism of carbohydrates, proteins, and fats. Biosynthetic pathways, enzymatic mechanisms, biological oxidation, and other aspects of the subject are considered. PR: Chemistry 305, Biology 230, 221, and 310. (Chemistry majors and minors by consent.)

370. Plant Physiology **four hours**

Two lectures and two two-hour laboratories each week. All of the physiological processes of plants are considered; ascent of sap, transpiration, food and biochemical synthesis, respiration, translocation, and growth and development. PR: 230, 310.

380. Introduction to Genetics **three hours**

Principles of inheritance; chemical nature, structure and function of genetic materials. Implications to population and human genetics. Two hours lecture and one two-hour laboratory per week. PR: 219, 230, and 310.

381. Principles of Evolution **three hours**

A study of the principles of organic evolution; physical, chemical and biological phenomena related to the understanding of the long term changing process of life. Two lectures and one two-hour laboratory per week. PR: 101, 102, or 103; or consent.

411. Histology **four hours**

Two lectures and two two-hour laboratory periods each week. An analysis of the arrangement of fundamental animal tissues to differentiate between cell types and study

their relationships to each other in the functioning organism. Also, this course will include histological technique to give the student an introduction to the preparation of animal tissues for study. PR: 221 or 350.

415. Hydrobiology **four hours**

A study of the physical, chemical, and biological aspects of the various aquatic habitats. Emphasis is on the ecology of the various communities, with development of techniques in field ecology which may apply. Two lectures and two two-hour laboratory periods per week. PR: 210, 219, and 230 or consent.

418. Plant Pathology **three hours**

This course constitutes a study of the causal agents of plant diseases and their morphological and physiological effects upon the host. Consideration is also given to the control measures involved. Two lectures and one two-hour laboratory weekly. PR: 230 and 342 or consent of instructor.

420. Vertebrate Embryology **four hours**

Two lectures and two two-hour laboratories each week. This course offers an introductory study of the developments of the vertebrates. Emphasis of study is chiefly upon the frog, chick, and pig. PR: 221 or 350.

430. Plant Taxonomy **three hours**

Systematic survey of vascular plants with emphasis on family characteristics, identification, terminology, and general evolutionary relationships. Two lectures and one two-hour laboratory per week. PR: 341 or consent of instructor.

440. Plant Anatomy **three hours**

Two lectures and one two-hour laboratory each week. Attention is given to the fundamental tissue organization of the higher plants. Development and differentiation of cell type and structures are considered as they relate to the functioning of the organism as a whole. PR: 230.

450. Comparative Physiology **four hours**

A detailed study of the significance of the chemical properties of protoplasm in life processes including nutrition, respiration, circulation, excretion, nervous, reproduction and feed back mechanisms of control of synthesis, release, hyper and hypo conditions, chemical nature and effects of the secretions and synergistic interactions. Two lectures and two two-hour laboratory periods per week. PR: 310 and 350.

490. Seminar in Biology **one hour**

All biology majors, in the B.S. program either in their junior or senior year, will meet for one hour each week, for one semester. Each student will participate at least once during the term by reviewing a pertinent topic of biological significance for his fellow participants. PR: 20 hours of biological courses and consent.

495. Problems in Biological Sciences **two hours**

This course is designed for students who have interest in a specific problem in biology. It should not be used as a means of meeting requirements but rather as a research course that goes beyond the usual courses in developing the student. PR: 20 hours of biological courses and consent.

Business Administration

(Division of Commerce)

102. Introduction to Business **three hours**

A survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field. The student is provided, early in his college training, with the information of and preparation for the advanced courses in business to aid in choosing his major studies. Limited to the two-year secretarial and clerical curricula, non-majors, and four-year business education students.

This course may not be taken by students seeking the B.S. in Business Administration even when required as part of the minor selected. Students falling into this category are, with the approval of their adviser, to select a substitute course from the areas of Accounting, Business, Economics, Management, Marketing, and EDP.

Business

141. Business Mathematics **three hours**

This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course content is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. Special emphasis will be directed to a review of basic arithmetic skills and procedures; these basic procedures will be applied to routine business computational problems. This course is not open to students with previous credit in Math; it does not meet General Requirements for Math; it is not open to students with credit for Math 205 unless fulfilling requirements for a B.A. in Business Education; and, it does not meet the requirements for a Business elective, except where it is specifically included in the curriculum.

199. Special Topics in Business **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

306. Business Law I **three hours**

A study of the nature and function of our legal system, courts, and procedures, including the law of contracts, agency, and partnership.

307. Business Law II **three hours**

Continuation of 306. Substantive law of corporation, sales, secured transactions, commercial papers, and the legal basis of property as applied to business situations. Business 307 will not satisfy three hours requirement in the teaching fields in Business Education. PR: Bus. 306.

310. Statistics **three hours**

The course includes computation of statistical measurements, methods of collecting and analyzing data, and the interpreting of results.

360. Real Estate Principles and Practices **three hours**

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination.

361. Real Estate Law **three hours**

A study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and regulations thereof. The object of the course is to equip the student to analyze the legal consequences of various legal relationships and legal transactions, and to determine when an attorney should be consulted. PR: Business 360 or consent of instructor.

362. Real Estate Appraisal **three hours**

An examination of the nature of real property value, the functions and purposes of appraisal, the functions and methods of estimating value with emphasis on residential market value. The objective of the course is to equip the student with minimum knowledge and skills necessary to demonstrate application of cost, income, and market data approaches to real property value. PR: Business 360 or consent of instructor.

370. Principles of Insurance **three hours**

Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to

the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles, valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

371. Property and Casualty Insurance **three hours**

The course emphasis is placed on understanding coverages, policy provisions and concepts common to casualty and property insurance. Property and casualty contracts and forms studied are those common to the industry.

372. Life Insurance **three hours**

This course is designed primarily for students wishing an in-depth study of life, health, estate planning and annuity contracts. The law of contracts and agency, policy provisions and contents will also be studied.

373. Casualty Claim Practice **three hours**

This course includes the basic theory of claims practice, establishing the validity of written proofs of loss, investigating the scene of the loss, verification of loss, negotiating settlement, and application of human relations to claims. Common law, statutory law, and modern court decisions will be reviewed.

386. Real Estate Finance **three hours**

This course provides a background in the various real estate mortgage credit operations of commercial banks. The following broad areas of real estate will be covered: mortgage loans, financing of residential property, financing of special purpose property, and the administrative tasks common to most mortgage departments. PR: Bus. 380 or Bus. 360.

399. Special Topics in Business **one-six hours**

Advanced studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree programs.

401. Business Finance **three hours**

This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions. PR: Accounting 201, 202.

408. Business Internship **three hours**

The internship places students in consulting situations which will significantly broaden their understanding of accounting, marketing, or management. Interested students will be exposed to business problems, but outside the normal classroom environment. The nature of the student's work must require analytical problem solving, or other creative skills. An internship should require approximately 12-15 weeks. All interested students must first obtain a faculty member's written endorsement before being eligible for the internship. PR: 17 hours of Business and/or Economics.

410. Investments **three hours**

A study of the principles of investment procedures and practices to follow in investing money.

449. Directed Readings in Business and Economics **three hours**

Based on their interests, students will select books from a current reading list prepared by the Commerce faculty. Following a critical review of each book, the student will report and discuss its contents and implications with a faculty reader. The number of books read by each student during the semester will depend on the degree of difficulty of the books and the level of student understanding. PR: Open only to senior business majors with 24 hours of business or economics, 3.0 grade point average, and consent of the course coordinator.

450. Practicum **three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of business. Earned hours may count as electives only for major and minor field requirements.

Business Education

(Division of Commerce)

101. Beginning Typewriting **two hours**

A beginning course in the operational fundamentals of the typewriter. This course includes basic machine operations, development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, personal business letters, announcements, simple manuscripts, rough drafts and proofreader's marks. This course is for those who have had no previous typewriting training or who have inadequate skills to enroll in more advanced courses.

102. Intermediate Typewriting/Keyboarding **three hours**

This course includes the development of speed, control, and sustained typing, business letters, envelopes, tabulated reports, manuscripts, and simple business forms on an electronic typewriter. PR: Bus. Ed. 101, consent of instructor or high school typing courses. One hour lecture, four hours lab per week.

199. Special Topics in Business Education **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Beginning Shorthand **four hours**

Beginning course in shorthand. Introduction of theory and brief forms of Gregg Series 90 Shorthand. Emphasis is on reading and writing of shorthand at 60 words per minute. Spelling, punctuation and sentence structure are stressed. This course is for students who have had no previous shorthand training or for those whose skills are inadequate for more advanced courses.

202. Intermediate Shorthand **four hours**

Continuation of Bus. Ed. 201. Emphasis is on the writing of shorthand from dictation at a minimum of 80 words per minute. Spelling, punctuation and sentence structure are stressed. PR: 201 or Department Placement Test.

204. Secretarial Accounting **three hours**

Designed to meet the needs of the two-year secretarial student. Training is provided in the fundamental accounting procedures that will be encountered by the secretary. The understanding and interpretation of accounting principles are developed.

211. Advanced Typewriting/Keyboarding **three hours**

The problems typed simulate documents prepared in executive, accounting, professional, and government offices. Production skills and decision-making abilities are emphasized. PR: Business Education 102. One hour lecture, four hours lab per week.

230. Introduction to Word Processing **three hours**

Three hours lecture and discussion per week. This course will provide an introduction for the non-major in Business Education as well as a familiarization course for those individuals who have little or no experience with computers. Opportunities will be provided for students to explore operations on both a dedicated word processor and a microcomputer, computer software, and word processing applications. The course will also present an overview of the concepts and terminology of computer operations including some of the basic principles of word processing. This course is designed to be offered as an elective in the Division of Commerce and cannot be used as a substitute for Business Education 340, Principles of Word Processing. It is not open to any student whose program requires Business Education 340, Principles of Word Processing.

251. Business Communications **three hours**

This course concentrates on the principles of writing effective business communications, including memoranda, reports, inquiries, applications, and letters for various types of business situations such as the routine, the persuasive, and the unpleasant. The writing of letters of recommendation, invitation, condolence and congratulations will also be covered. In addition, the use of modern technology for business communications will be discussed, and the business applications of the concepts of oral and nonverbal communication will be introduced.

301. Advanced Shorthand and Transcription **four hours**

Emphasis is on the writing of shorthand at a minimum of 100 words per minute and reproducing mailable transcripts. Spelling, punctuation, and sentence structure are stressed. A complete review of brief forms and derivatives is included. Sustained dictation and transcription of a departmental business vocabulary are emphasized. PR: Bus. Ed. 202 or two years of high school shorthand and departmental placement test.

302. Advanced Shorthand and Transcription **four hours**

A continuation of Bus. Ed. 301. Emphasis is on dictation at a minimum of 120 words per minute and producing mailable transcripts. Sustained dictation and transcription of a vocational vocabulary are emphasized. PR: Bus. Ed. 301.

303. Specialized Shorthand Applications **four hours**

This course is a continuation of Bus. Ed. 301. Emphasis is on executive, medical, and legal dictation at 100 to 120 words per minute, and producing mailable transcripts. Development of vocational vocabulary through theory and sustained dictation. PR: Bus. Ed. 301.

310. Supervising Office Systems Personnel **three hours**

This course is designed to train students already skilled in basic office operations to become effective and efficient supervisors. Emphasis will be placed on the basic elements of supervision in relation to an office environment as well as the exploration of various techniques available for effective training and supervision of employees in an office setting. Some of the topics to be covered will be training office employees for productivity, discussing office climate and its relationship to employee productivity, discipline in the office, examining attitudes of supervisors and the degree of influence they have in relation to office employees.

340. Principles of Word Processing **three hours**

This course will provide instruction in word-processing theory and concepts, procedures, and personnel management, as well as practical training and development of proficiency in the operation of specialized typewriters, such as the IBM Electronic, Executive, and automated typewriters, and display text-editing equipment. PR: English 108 or 109, Business Education 211 and 251.

341. Word Processing Applications **three hours**

The course will provide intensive instruction on display word processing equipment with emphasis on formating standard documents and printing on various types of printers. PR: Bus. Ed. 340.

342. Electronic Records Management **three hours**

This course is designed to provide a foundation in the latest methods and systems of retrieving information in planning, organizing, and controlling integrated records retention systems in the electronic office. Simulated activities are designed to give students practice in microcomputer storage and retrieval utilizing appropriate software.

343. Word Processing Transcription **three hours**

This course is a review of punctuation, proofreading, spelling and vocabulary development as major points of emphasis in training students to become proficient machine transcriptionists. Students use a desktop transcribing machine to create and edit documents on electronic equipment. PR: Bus. Ed. 340, 341.

344. Word Processing Management **three hours**

This is a course designed to modify and improve the procedures, equipment, and environment of a word/information processing system. Students will explore the con-

cepts of selecting the vendors, preparing the users, developing and evaluating the staff, planning work-flow procedures and providing an in-depth study of ergonomics as it pertains to an office environment. PR: Bus. Ed. 340, 341, 343.

345. Word Processing Practicum **two hours**

In this course students will spend 6 hours per week per semester in the word processing lab. Duties will include providing limited assistance with equipment operations, controlling software, and securing laboratory equipment. The students will meet on an arranged basis with the instructor in charge to discuss problems. PR: Bus. Ed. 340, 341, 342, 343, 344 or instructor's approval.

346. Word Processing Directed Office Experience **two hours**

This course will offer realistic office experience where previously learned word processing skills can be integrated with decision-making skills and human relations skills. Students will be assigned to a work station for a total of 140 hours of supervised office work. Business teacher education students are required 200 hours, for which 60 previously worked hours may be accepted. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours and should plan to take this course their last semester in college; the B.A. or B.S. majors should plan to take this course their junior year. PR: Bus. Ed. 340, 341, 342, 343, 344, 345, or instructor's approval.

360. General Office Procedures **three hours**

This course is an integrated approach to the required procedures in a business establishment. The course provides information on business principles and promotes a high standard of office ethics. Content includes telecommunications, mail processing, records management, greeting callers, handling conferences and travel arrangements, office machines—including calculators, transcribers and reprographic equipment. PR: Bus. Ed. 102 (may be taken simultaneously)

361. Specialized Office Procedures **three hours**

As a continuation of Bus. Ed. 360, this course is designed to further coordinate previously acquired skills. Survey of executive, legal, and medical office professions with case studies related to problems and procedures of these career paths and simulations provided in each student's area of specialization utilizing electronic equipment. PR: Bus. Ed. 211 (may be taken simultaneously) and Bus. Ed. 360.

362. Directed Office Experience **two hours**

A practical course with actual experience in an office. A total of 140 hours of supervised office work is required. Business teacher education students are required 200 hours, for which 60 previously worked hours may be accepted. Students already working in acceptable office positions may continue on the payroll. Students placed at work stations by traditional means by the instructor will receive no pay. Students having acceptable office experience of two years or more of continuous, full-time employment within the last five years with proper documentation (portfolio, evaluation, etc.) may receive credit for the course. Students enrolled in this course should limit their class load for this semester to 16 hours. Two-year students should plan to take this course their last semester in college; the B.A. or B.S. majors should plan to take this course their junior year. PR: Bus. Ed. 211, 301, 360 or 361, 2.0 average in major, minor, and overall, i.e., for all work attempted. (Bus. Ed. 361 may be taken simultaneously with Bus. Ed. 362.)

431. Methods and Materials in Teaching Business Education **two hours**

A study is made of the latest methods, procedures, and techniques of teaching the skilled and nonskilled Business Education courses. Audio-visual aids and equipment available for the teaching of the subject will be discussed. To be taken as part of the Initial Performance Practicum. Spring semester only.

Chemistry

(Division of Science and Mathematics)

101. General Chemistry **four hours**

Three lectures and one three-hour laboratory. A study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. No PR but an understanding of simple algebra is needed.

102. General Chemistry **four hours**

Three lectures and one three-hour laboratory. An extension of chemistry 101 with emphasis on specific areas of application. This course includes an introduction to organic chemistry and biochemistry, dealing with typical compounds and important reactions. Other typical applied areas include air and water pollution, reduction of important ores, synthetic polymers, toxic materials and their actions, and nuclear chemistry. PR: Chemistry 101.

103. Modern Chemistry **four hours**

Three lectures and one three-hour laboratory. This course is designed to provide background for those students who take Chemistry 101 and 102 and then decide to take additional chemistry. It comprises principles of chemical kinetics, equilibrium, electron-transfer processes, and theories of chemical bonding. PR: 102. Can be taken concurrently with 205 or 305.

105. Chemical Principles **five hours**

Three lectures and two three-hour laboratories. A study of inorganic and elementary physical chemistry based on modern chemical concepts, including Stoichiometry, Atomic and Molecular Structure, Periodic Properties, Phase Relations Solution Chemistry, Chemical Equilibrium and Kinetics, Electrochemistry, and Nuclear Chemistry. Qualitative Techniques and an introduction to computer programming is included in the laboratory. PR: One unit of high school chemistry.

106. Chemical Principles **five hours**

Three lectures and two three-hour laboratories. Continuation of Chemistry 105. PR: Chemistry 105.

199. Special Topics in Chemistry **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

205. Analytical Chemistry **four hours**

Two lectures and two three-hour laboratories. Classical methods of chemical analysis with emphasis on quantitative techniques. Also includes theory of acid-base, precipitation, and oxidation methods, molecular structure, and an introduction to electrochemistry. PR: Chemistry 106, or 103 concurrently.

206. Instrumental Analysis **five hours**

Three lectures and two three-hour laboratories. Theory of and practical experience in the use of modern chemical instrumentation. Includes Spectroscopic, Chromatographic, Electrochemical, and Radio-chemical methods. PR: Chemistry 205.

305. Organic Chemistry **four-five hours**

Three lectures and one or two three-hour laboratories. A systematic study of organic chemistry with emphasis on kinetic behavior, structural relationships, and reaction mechanisms. Includes the study of all major classes of organic compounds and functional groups. Chemistry majors and minors must take the five-hour course; others may elect either the four- or five-hour course. PR: Chemistry 106, or 103 concurrently, or 102 and consent of instructor for four hours only.

306. Organic Chemistry **four-five hours**
Three lectures and one or two three-hour laboratories. Continuation of Chemistry 305. PR: Chemistry 305.

340. Physical Approach to Modern Chemistry **three hours**
Three hours lecture per week. A study of elementary physical chemistry embracing the concepts without the utilization of calculus. This course is designed to provide the background necessary to teach the new high school courses in chemistry, physics and physical science, and it also provides valuable background for biology and pre-professional students. PR or corequisite: Chemistry 205 or 305.

401. Independent Study and Research **two hours**
Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

402. Independent Study and Research **two hours**
Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

403. Independent Study and Research **two hours**
Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

405. Physical Chemistry **four hours**
Three lectures and one three-hour laboratory. A rigorous study of Kinetics, Thermodynamics, Quantum Mechanics, Phase Equilibria, Electrochemistry, and Nuclear Chemistry. PR: Chemistry 206, Chemistry 305, Mathematics 315, and Physics 102.

406. Physical Chemistry **four hours**
Three lectures and one three-hour laboratory. Continuation of Chemistry 405. PR: Chemistry 405.

440. Intermediate Organic Chemistry **three hours**
Three lectures. An advanced study of organic reaction mechanisms. PR: Chemistry 306.

450. Intermediate Inorganic Chemistry **three hours**
Three lectures. An advanced study of inorganic reactions, coordination compounds, and theories based on quantum mechanical principles. PR: Chemistry 340 or 405.

460. Seminar **one hour**
Each chemistry major should register for seminar one semester, preferably during his senior year. PR: Consent of Instructor.

Criminal Justice

(Division of Social Science)

100. Introduction to Criminal Justice **three hours**
Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the processes of the administration of criminal justice.

101. Police Operations **three hours**
Introduction to the police function as performed in American police departments; the nature and responsibilities of the police function are discussed and evaluated; traditional procedures are questioned and improvements sought. Interrelationships of various police divisions are also scrutinized.

199. Special Topics in Criminal Justice **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Criminalistics **three hours**

A course designed to give the student a basic knowledge of crime scene collection, preservation and identification of evidence, including proper search, fingerprints, casting, use of the crime lab and crime detection. The course will include the scientific fact finding approach in the collection of data.

201. Traffic Law Enforcement **three hours**

A study of the traffic control function as a part of the police role. Special attention to the functions and actual roles being played by various law enforcement agencies with emphasis upon the techniques of traffic law enforcement will be presented.

202. Principles of Criminal Law I **three hours**

Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

204. Police Defense Tactics **two hours**

The student will be exposed to the methods of physical protection, that includes the techniques of baton use, disarmament and defense techniques.

205. Natural Resources Laws **three hours**

A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement.

206. Introduction to Corrections **three hours**

A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individual as well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

209. Firearms I **two hours**

The moral aspects, legal provisions, safety precautions, restrictions covering the use of firearms; nomenclature, and the firing of sidearm and shotgun. PR: L. E. major or minor and instructor's consent.

210. Firearms Lab **one hour**

The course content will include practical skill development in the use of a handgun with emphasis on the principles of decision shooting.

211. Field Service Internship **three hours**

A supervised work experience with an assigned law enforcement agency for purposes of increasing understanding of law enforcement administration and operation. Under agency and college supervision, students will be provided with the opportunity to apply academic education to agency operation.

212. Abnormal Behavior and Crisis Intervention **three hours**

A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed.

236. Criminal Investigation **three hours**

Fundamentals of investigation; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation.

240. Adjudication Process **three hours**

Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees.

246. Criminal Evidence and Procedures **three hours**

Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus upon the case study approach.

302. Principles of Criminal Law II **three hours**

This is a continuation of Principles of Criminal Law I, which will include the interpretation of criminal statutes and the study of criminal intent.

310. Public and Police Administration **three hours**

Principles of administration and management of the police operation and its application to public safety needs of the community. Responsibilities and interrelationships of administrative and line-and-staff services.

315. Business and Industrial Security **three hours**

The role of security and the security industry in criminal justice; administrative, personnel, and physical aspects of the security field; loss prevention management in proprietary and governmental institutions, variations in physical security systems.

316. Community Relations in C.J. **three hours**

Problems in citizen relations; treatment of victims, witnesses and jurors; citizen involvement in the criminal justice process; community resources related to criminal justice programming.

320. Criminology **three hours**

The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.

335. Analysis of Police Operations **three hours**

Problems of police organization and management; the allocation of police resources; information systems; community relations concerns; determinants of police policy.

340. Laws of Arrest, Search & Seizure **three hours**

The course is designed to instruct the student in the principles of arrest, search and seizure. This will be undertaken by acquiring knowledge in case law and statutory law. PR: 100.

350. Group Techniques **three hours**

The course is designed to instruct the student in the principles of group interactions. This information will directly apply to groups within a prison population with specific information regarding a variety of criminal personalities. PR: 212.

355. Analysis of Correctional Operations **three hours**

Problems of management of the correctional process; programming, security, information systems, reports, case management, evaluation progress; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole.

360. Community-Based Corrections **three hours**

This course is designed to instruct the student in the study of diversion, pretrial release programs, probation, restitution, community service programs, temporary release programs, halfway houses and parole. Emphasis will be placed upon special problems and needs of females, juveniles and drug-and-alcohol-abusing offenders. The preparation of the pre-sentence investigation report will also be covered. PR: 206.

365. Licit and Illicit Drugs **three hours**

This course is designed to instruct the student in the understanding of street drugs and their effects on the individual. The student will also be instructed in the specialized techniques in the drug investigation as well as the legislation that applies directly to the defenses. PR: 100.

401. Independent Study **one-three hours**

Surveys and applied research as approved by student's major adviser.

402. Special Issues in Criminal Justice **three hours**

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty.

410. Research in Criminal Justice **three hours**

Interaction of theory, research, and practice in the criminal justice process; purposes and limits of research; introduction to research design, data collection, analytic techniques, data processing resources, and preparation of research reports.

411. Field Practicum **three-twelve hours**

A supervised professional study conducted in the criminal justice field setting.

420. Juvenile Justice Process **three hours**

Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles—philosophy and practice; treatment procedures.

425. Evaluation of the Criminal Justice System **three hours**

Discussion and evaluation of criminal justice policies and practices with a focus upon crime prevention as the goal of the system; presentations by criminal justice officials; evaluation of career opportunities; preparation of senior research paper.

495. Seminars in Criminal Justice Management **one-three hours**

Workshops designed for personnel staffing management positions in the criminal justice system; focus upon solutions to particular administrative problems.

Economics

(Division of Commerce)

199. Special Topics in Economics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Economics **three hours**

The general education course in the field of economics. It is intended to introduce the student to the broad field of economics, including materials from both macro- and microeconomics. Primarily, the course instructs the student in how our economic system operates. Some attention is given to other economic systems. Not open to students with credit from Economics 201.

201. Economic Principles and Problems (for those meeting the requirement of six hours in Economics) **three hours**

The course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems. Not open to students with credit for Econ. 200.

202. Economic Principles and Problems (for those meeting the requirements of six hours in Economics) **three hours**

This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR: 201 or 200.

301. Intermediate Economic Analysis: Microeconomics **three hours**

Consumer demand, the supply function, and market pricing with various degrees of competition oriented to the viewpoint of the individual firm and the industry of which the firm is a part are examined from a theoretical point of view. PR: 201, 202.

302. Intermediate Economic Analysis: Macroeconomics **three hours**

National income, as a measure of economic activity, is descriptively and theoretically analyzed. Examination of theories of consumption and investment spending including monetary demand and supply are integrated with current economic problems to explain the level of employment and prices. PR: 201, 202.

303. Money, Credit, and Banking **three hours**

An intensive study of money and credit principles with an analysis of their effects upon prices. History of banking. Banking principles and practices. PR: Economics 201, 202.

305. Economics of Labor **three hours**

A review of labor history with emphasis on the aims and methods of labor organizations, the theories of wages, and the current trends in labor-management relations. PR: 201, 202.

307. Personal finance **three hours**

A study of the problems a consumer must face in his or her day-to-day buying and living. It includes a brief survey of budgets, life insurance, investments, managing personal finance, buying services, and other problems of the consumer. PR: 201, 202.

401. Managerial Economics **three hours**

This course applies economic theories and tools of analysis to decision making within the firm or organization. The topics studied include decision making and risk, estimation of product demand, analysis of production costs, and price determination. PR: 201, 202.

406. Guided Economic Study **one-three hours**

Intensive reading, research, and study in current literature and documents in regard to a selected economic problem or group of problems. The field of study will be one in which the student has a special interest. All work will be done individually and the class will be conducted by conferences with each student. PR: 17 hours of Economics, Business, and Social Science courses.

450. Practicum **three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of economics. Earned hours may count as electives only for major and minor field requirements.

Professional Education

(Division of Education)

199. Special Topics in Education **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Education **three hours**

This course provides the student with an overview of the profession. Its primary purpose is to provide the student with information prerequisite for formulating a realistic career decision and a professional commitment to teaching. It is recommended that students take this course no earlier than the second semester of their freshman year.

220. Areas of Exceptionality in Special Education **three hours**

A guided survey of the areas of exceptionality in the field of Special Education (emotionally disturbed, physically handicapped, speech and language, visually impaired, hearing impaired, mentally retarded, gifted, and learning disabled), and the historical-philosophical and political-sociological foundations related to exceptional children. The laboratory component of the course is designed to give experience in the areas of exceptionality through observation and limited participation in these areas.

221. Education of Exceptional Children **three hours**

A survey of Special Education designed to acquaint the student with the research issues, assessment devices and classroom management techniques. The laboratory component highlights these aspects of Special Education. PR: Ed. 220 or consent of division head.

250. Social Foundations of Education **three hours**

This course is an analysis of the foundations of education with special emphasis on the historical, philosophical and sociological basis for programs, instructional strategies, and teaching behaviors in American education. It is recommended for students in their sophomore year. A laboratory experience in a school is required.

300. The Reading Process **two hours**

Examines the components of reading with emphasis placed upon word attack skills, reading comprehension and factors which affect reading progress. Should be taken concurrently with Education 303 and 304 in junior year. PR: Education 200, 250 and 302.

302. Human Growth and Development **three hours**

An analysis of human growth and development from birth through adolescence. The influence of heredity and environment on the development of personality and behavior and their implications. Observations of school age children are required. PR: Education 200, 250 and 58 or more semester hours with a C average.

303. Educational Psychology **three hours**

A representative survey of psychology emphasizing the examination of prominent learning theories as they relate to the teaching-learning act. Observations in the schools are required. PR: Education 200, 250, 302, Admission to Teacher Education and 76 or more semester hours.

304. Developmental Reading **two hours**

A study and application of teaching methods, materials and resources in the development of various reading skills. Should be taken concurrently with Education 300 and 303 in the junior year.

309. Early Education Curriculum **three hours**

Materials and methods integrating communication arts, social education, quantitative concepts, problem solving, scientific inquiry, movement and creative expression for the young child (age 3-5 years) in an educational setting. A laboratory experience is required. Offered during fall semesters only.

310. Organization and Administration of Early Education **three hours**

Program design and management, school-parent-community relations and influences affecting early education programs in varied educational environments. A laboratory experience is required. Offered during fall semesters only.

311. Behavior Disorders **three hours**

An in-depth investigation of the field of behavior disorders. Emphasis is placed on characteristics, etiology, history, educational strategies, current research, auxiliary agencies and educational assessment of children who are emotionally disturbed. A laboratory experience assists students in synthesizing the course content. PR: Education 220 or consent of the division head.

314. The Gifted and Talented **three hours**

A survey of the field of educational opportunities for the gifted and talented. Emphasis will be on characteristics of the children, identification and assessment techniques, current research and issues in the field, as well as educational strategies involving school personnel, parental, professional, and governmental agency involvement with the programs. PR: Education 220 or consent of the division head.

317. Specific Learning Disabilities **three hours**

An overview of the field of Specific Learning Disabilities. It analyzes the definition, characteristics and causes of specific learning disabilities. Emphasis is placed on learning development, specific legislation, programs, contemporary issues, and agencies relating to specific learning disabilities. A laboratory experience assists the student in synthesizing the content of the course. PR: Education 220 or consent of the division head.

320. Education of the Mentally Retarded **three hours**

Analysis of the definition, characteristics, and causes of mental retardation. Emphasis is placed on learning and development, intelligence, specific legislation, programs and the various social agencies related to retardation. A laboratory experience is required. PR: Education 220 or consent of division head.

321. Diagnosis, Prescription and Assessment Techniques in Special Education **three hours**

An in-depth investigation of the diagnostic and assessment procedures and instruments utilized in the identification and evaluation of exceptionalities. The laboratory

components require involvement in diagnosis and assessment of exceptional children. PR: Education 220, 221, 311 or 314 or 317 or 320.

322. Curricula Approaches, Materials and Methods for the Mentally Retarded **three hours**

An investigation of curricular approaches, materials and methods utilized in reading, perception, speech and language, spelling and handwriting. The laboratory requires active participation in a classroom setting for the mentally retarded and examination of instructional materials. PR: Education 220, 221, 320 and 321 or consent of divison head.

323. Curriculum Development for Gifted Children **three hours**

An investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials and methods utilized in teaching gifted children. The laboratory component of the course features active participation in a classroom setting for gifted students. PR: Education 220, 221, 314 and 321.

324. Curriculum Development for SLD Children **three hours**

An investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials and methods utilized in teaching children with specific learning disabilities. The laboratory component of the course features active participation in a classroom setting for learning disabled students. PR: Education 220, 221, 317, and 321.

325. Curriculum Development for Behavior Disordered Children **three hours**

An in-depth investigation designed to acquaint the teacher trainee with those essential curricular approaches, materials, and methods that can be utilized with students who are exhibiting maladaptive behavior patterns and are experiencing social and academic failures. PR: Education 220, 221, 311 and 321.

402. Mathematics in the Elementary School **two hours**

Emphasizes current materials and methods of instruction in elementary school mathematics and utilizes the psychological base of mathematics learning to relate mathematics content to methodology and methodology to children. PR: Admission to the I.P.P.

403. Language Arts in the Elementary School **two hours**

Examines current materials and methods of instruction in the elementary school with major emphasis upon creative utilization of available materials and techniques in listening, handwriting, spelling and composition. PR: Admission to the I.P.P.

404. Social Studies in the Elementary School **two hours**

A study of the objectives, materials, organization and instructional techniques in the social studies appropriate to the elementary school program. PR: Admission to the I.P.P.

405. Corrective Reading **two hours**

A basic course in the causes of reading difficulties, diagnostic procedures and prescriptive techniques with emphasis on corrective methods and materials. PR: Admission to I.P.P. and Education 300 and 304.

420. Student Teaching Experience (Elementary) **six hours**

Full-time involvement in the teaching-learning act in a public elementary school setting. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

421. Student Teaching Experience (Grades K-12) **three hours**

Full-time involvement in the teaching-learning act in a public elementary school setting. Students will observe, participate and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

422. Student Teaching Experience (Grades K-12) **three hours**

Full-time involvement in the teaching-learning act in a public secondary school setting. Students will observe, participate and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

424. Educational Technology **three hours**

Through direct experiences in utilizing and producing the latest educational equipment/materials, students identify the need for utilizing media, the characteristics and special needs of students to be served by them, and the basis for selecting the material to achieve the planned objectives of instruction. PR: Education 302, 303 and/or consent of the division chairperson. Offered during the fall semester only.

430. Reading Instruction in the Secondary Content Area **two hours**

Develops understanding of the reading skills essential to the content subjects and instructional techniques for extending reading skills in those areas. PR: Admission to the I.P.P.

432. Evaluation Techniques in the Secondary School **two hours**

Acquaints students with the basic principles and practices of student assessment through the use of standardized and teacher-made tests. Simple statistical treatments of both types of test are included. PR: Admission to the I.P.P.

433. Instruction in the Secondary School **three hours**

Involves the student in planning and implementing effective instructional strategies, understanding principles of classroom management and control, and personalizing an approach to instruction for use in the student teaching experience. PR: Admission to the I.P.P.

440. Applied Practicum in Mental Retardation **three hours**

A field-research practicum involving the prospective teacher, through analogous and equivalent practice, in diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issues are identified via action research, both in the field and laboratory. PR: Education 220, 221, 320, 321, and 322.

441. Practicum—Specific Learning Disabilities **three hours**

A field-based practicum intended to involve the teacher trainee as a student aide in a specific learning disability classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for SLD children. PR: Education 220, 221, 317, 321, and 322.

442. Practicum—Gifted Education **three hours**

A field-based practicum intended to involve the teacher trainee as a student aide in a gifted classroom. Emphasis is placed on curricular design, instructional techniques and classroom management for gifted and talented children. PR: Education 220, 221, 314, 321, and 323.

443. Practicum—Behavioral Disorders **three hours**

A field-research practicum intended to actively involve the teacher trainee, through analogous and equivalent practice in the application and synthesization of previously learned concepts. Emphasis is placed on diagnosis and testing, remediation, curriculum design, instructional techniques, methodology and materials. Trends and issue are identified via action research, both in the field and laboratory. PR: 220, 221, 311, 321 and 325.

450. Student Teaching Experience (Secondary) **six hours**

A full-time involvement in the teacher-learning act in a public secondary school setting. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

470. Student Teaching Experience in Mental Retardation **three hours**

A minimum four-week full-time student teaching experience in an appropriate public school setting. The experience emphasizes application of essential concepts and skills in designing instructional approaches for the mentally retarded. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional education courses in the I.P.P.

471. Student Teaching in SLD **three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified SLD program with a licensed teacher in Specific Learning Disabilities. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Specific Learning Disabled Students. PR: All coursework in the program.

472. Student Teaching in Gifted **three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified gifted program with a licensed teacher in Gifted. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Gifted Students. PR: All coursework in the program.

473. Student Teaching in Behavioral Disorders **three hours**

A minimum four-week full-time student teaching experience in a public school setting in a fully certified program with a licensed special education teacher. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those concepts and skills essential in designing instructional approaches for the behaviorally disordered.

Electronic Data Processing

(Division of Commerce)

100. Introduction to Electronic Data Processing **three hours**

Three hours lecture and discussion per week. This course will provide an introduction for the major and minor in Electronic Data Processing as well as a familiarization course for those students not continuing in the field. The course will cover the nature of data processing with an emphasis on EDP systems. Students will be introduced to the steps in data processing, computer hardware, programming languages, computer software, and data processing applications. Skill in computer programming with the language "BASIC" will be developed. PR: None.

102. Principles of Computer Programming **three hours**

This course will provide an in-depth study of the foundations for computer programming of business applications. This will include a survey of computer hardware, software, techniques of computer programming, and principles of file handling. The student will be required to complete three to five projects which exemplify standard business applications using the PASCAL programming language. (Because of its demanding character, the course is designed primarily for EDP majors or minors and for persons wishing to satisfy Graduate School entry requirements.)

103. FORTRAN Programming I **four hours**

An introduction to FORTRAN from basic I/O and control statements through arrays and subscripting. Programming is accomplished through interactive processing. Primary emphasis is placed on language competency and programming in the FORTRAN language with students preparing projects for computer solution. Three hours lecture and two hours lab per week. PR: EDP 102 or consent of instructor.

104. Introduction to COBOL Programming **four hours**

Three hours lecture and two hours lab per week. The introductory course for the major business programming language. Students will learn the COBOL language organization and be given practice in planning, writing, and processing COBOL programs. The COBOL language will require the development of a complete understanding of data, records, and files. PR: EDP 102 or consent of instructor.

105. Electronic Data Processing Consulting **one hour**

The student will provide program consulting for students enrolled in EDP 100, EDP 103, or EDP 104. The service will be performed in the computer terminal room of the Computer Center for one three-hour period each week of the semester. The service will be restricted to assistance with terminal operation and programming problems that involve terminal software, language syntax or interpretation of error diagnostic messages. There will be regular weekly meetings with the instructor in charge to discuss problems. PR: EDP 103, 104 and consent of EDP faculty.

110. Programming with BASIC **four hours**

This course includes three hours lecture and two hours lab per week. It is designed for the student with a fundamental knowledge of BASIC or proficiency in another language. Students will complete from four to six programming projects illustrating programming logic, debugging techniques, control structures, character string manipulation, array handling, file processing, and usage of functions and sub-routines. Students will develop a proficiency in the language encompassing those versions of BASIC developed for use on minicomputers as well as large computers. PR: EDP 102.

199. Special Topics in Electronic Data Processing **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Assembler Programming **four hours**

Three hours lecture and two hours lab per week. The development of understanding and skill in computer programming at the assembler level. Students will become more familiar with the internal operation of the computer, computer language, and programming efficiency. Data processing jobs are planned, and processed using the assembler language available on the computer system. PR: EDP 102, 103, 104 or consent of instructor.

203. FORTRAN Programming II **four hours**

Three hours lecture and two hours lab per week. Advanced course in programming and applications using the FORTRAN language. The student's knowledge and skills are developed to a level of sophistication that will allow immediate employment as a beginning programmer in the language. Course develops programming efficiency and advanced techniques. PR: EDP 103.

204. Advanced COBOL Programming **four hours**

Three hours lecture and two hours lab per week. Advanced course in programming and application using the COBOL language. The student's knowledge of COBOL is developed to a level of sophistication in the language. Course develops programming efficiency and advanced techniques. PR: EDP 104.

206. PL-1 **four hours**

Three hours lecture and two hours lab per week. This is an advanced course in programming and applications using the PL-1 language. The student's knowledge and skills are developed to a level of sophistication that will allow immediate employment as a beginning programmer in the language. The course develops programming efficiency and advanced techniques. PR: EDP 103, 104 or consent of instructor.

207. RPG **four hours**

Three hours lecture and two hours lab per week. This is an advanced course in programming and applications using the RPG language. The student's knowledge and skills are developed to a level of sophistication that will permit immediate employment as a beginning programmer in the language. The course develops programming efficiency and advanced techniques. PR: EDP 103, 104 or consent of instructor.

220. Business Systems **three hours**

The analysis and design of computered systems for handling the data processing requirements of a typical business. Topics discussed include information flow, data base design, systems integration, system security and controls. Various case studies are used to illustrate the analysis/design techniques. PR: EDP 103 and 104 or consent of instructor.

230. EDP Special Project **four hours**

The course may be taken during the summer or the last semester. Independent work will be required by the student with an area computer installation or in the college computer center. Practical application and experience with a data processing project for which the student will have total responsibility. The student and program director will agree on the nature of the project necessary to satisfy the requirement. PR: EDP 103, 204 or concurrent registration.

240. Selected Advanced Topics **four hours**

Studies in specially selected advanced topics. Current topics of interest in Data Processing will be covered. Topics to be studied will be determined by the instructor and approved by the division head. PR: EDP 103, 204 or concurrent registration, or consent of instructor.

Emergency Medical Services

(Division of Health Careers)

101. Techniques of Emergency Medical Services **four hours**

The study of the techniques of emergency medical services including medical aid for trauma and illness victims, principles of auto extrication, rope work, and radio communications. Classes are conducted in both the classroom and in field experience. Medical block 44 clock hours, rescue rope work 24 clock hours, communication 24 clock hours for a total of 92 hours. In addition to regular course hours, three lab hours for the practicum are required each week.

102. Clinical Practicum **three hours**

This practicum is designed to increase the field knowledge of the EMS student prior to entry into the Mobile Intensive Care Paramedic (MICP) Program. This course is recommended by the State Office of Emergency Medical Services. PR: 101, EMT licensure and approval of instructor.

105. Specialized Rescue Techniques **three hours**

Study of rescue systems with emphasis in extrication. Advanced training in auto extrication, rigging, knot tying, tunnel rescue, etc. Provide knowledge in rescue equipment, limitations of use and maintenance.

198. Advanced Emergency Care **eight hours**

This course provides training in advanced life support aspects of emergency prehospital care. After certification as a National Registry Emergency Medical Technician, students will gain basic knowledge and skill maintenance of the following procedures: Assessment, Intravenous Therapy, Administration of Resuscitative Drugs, Airway Management, Recognition of Dysrhythmias, Procedure for Defibrillation and Application of Medical Anti-Shock Trousers (MAST). The class meets two four-hour sessions per week and it must be taken concurrently with EMS 201 and EMS 105. PR: EMS 101 (must hold current certification as a Nationally Registered Emergency Medical Technician), EMS 102, and consent of instructor.

199. Special Topics in Emergency Medical Services **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. EMS Practicum **four hours**

This course provides practice and development of proficiency in the skills learned in EMS 198. During this course, students will have access to hospital clinical experience and in-field pre-hospital care training. PR: Consent of instructor.

English

(Division of Language and Literature)

104. Written English **three hours**

Training in writing and speaking, including a short review of grammar, sentence structure, and punctuation; attention to the organization and development of thought, both in student compositions and in expository reading material; guidance in the use of reference books. Laboratory work will be required of those who do not meet certain minimum standards in English.

108. Advanced Written English **three hours**

A continuation of English 104 stressing rhetorical principles. One of the writing projects is a research paper. Laboratory work will be required of those who do not meet certain minimum standards in English. PR: English 104. English 108 is a prerequisite for all English courses numbered 200 or above.

109. Technical Report Writing **three hours**

This is a course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: Eng. 104. 109 may be substituted for Eng. 108 in certain associate degree programs only.

199. Special Topics in English **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

207. Children's Literature **three hours**

A survey of literature desirable for children; development of principles of selection and standards of evaluation; wide acquaintance with current books.

250. Survey of English Literature **three hours**

A study of the mind and temper of the English people as seen in their literature from the Old English period to the present.

260. Survey of American Literature **three hours**

A historical study of the American mind as expressed in literature from colonial times to the present.

302. Narrative and Descriptive Writing **three hours**

Practice in writing the simpler forms of fiction and personal narrative with descriptive detail.

309. Advanced Technical Communication **three hours**

This course places special emphasis on the preparation and implementation of the extensive, formal report in business, industrial and public service organizations. As such it will feature an introduction and orientation to source materials for advanced technical research and presentation, and it will also be concerned with the use of technical language with informed and uninformed audiences.

311. Literature of the Romantic Period **three hours**

A concentrated study of the works of such writers as Burns, Wordsworth, Coleridge, Byron, Shelley, and Keats.

312. Literature of the Victorian Period **three hours**

A concentrated study of the works of such writers as Tennyson, Browning, Rossetti, Arnold, Swinburne, Mill, Ruskin, and Carlyle.

315. Shakespeare **three hours**

A study of representative histories, comedies, and tragedies.

318. Modern Drama **three hours**

The study of modern dramas from the nineteenth century to the present.

319. General Semantics **three hours**

Study in that branch of linguistics concerned with the nature, structure, and meaning of words and with the role of language in human behavior.

321. Study of the English Language **three hours**

Word history and analysis; diction; descriptive grammar and constructions; fundamentals of composition. Required of all prospective teachers of English; to be taken before I.P.P. Sophomores must have permission of instructor.

322. The Short Story **three hours**

A critical study of this art form based upon the work of British, continental, and American authors.

341. Survey of World Literature **three hours**

A study in translation of some of the great ancient and medieval writers from Homer through Dante.

342. Survey of World Literature **three hours**

A continuation of 341 covering the period from the Renaissance to modern times.

343. The Current Scene in Literature **three hours**

A course showing present-day attitudes as reflected in the work of contemporary writers.

346. The British Novel **three hours**

A historical and critical study of significant British novels of the eighteenth, nineteenth, and twentieth centuries.

347. The American Novel **three hours**

A course designed to trace the development of the American novel from the late eighteenth century to the present. Important American novels will be analyzed in a temporal sequence.

348. The Bible as Literature **three hours**

A study of the literary types and content of the Bible.

350. American Prose **three hours**

A survey of the crucial ideas and methods of major prose nonfiction writers in America who have sustained and stimulated American life. Included are such figures as Hemingway, Agee, Mailer, and Baldwin in this century and Thoreau, Mark Twain, Franklin, and Henry Adams from earlier eras.

351. Minority Literature **three hours**

Reflecting the diversity of cultural sources and forms in America, the ideas and methods of writers outside the main literary and social traditions are studied for their contribution to the development of the American experience. Minority writings include the efforts of Black, Latin, Indian and Asian spokesmen as well as the products of European ethnic groups such as Jewish and Irish writers.

352. Southern Literature **three hours**

A study of representative Southern authors and works from colonial times to the present, emphasizing the characteristically Southern themes and point of view. Included are such figures as Twain, Wolfe, Faulkner, Welty, Ransom, and O'Connor.

353. Eighteenth Century Literature **three hours**

A study of important British writers of the period, particularly Swift, Pope, Addison, and Johnson.

360. Major American Poets **three hours**

A study of leading American poets, particularly Poe, Emerson, Whitman, Dickinson, Frost, Pound, and Eliot.

371. Folk Literature **three hours**

A survey course whose chief emphasis is on the study of the oral literature of West Virginia; kindred material is also studied and collected—superstitions, riddles, stories, songs, and localized language.

372. The Art of the Motion Picture **three hours**

A course designed to trace the evolution of the motion picture from its most humble beginnings to its present sophisticated condition. Such aspects of the film as genre (the western, the horror film), techniques (sound, editing, photography), themes (forbidden knowledge, vengeance), and character types (cops, comics, crooks) will be considered. Although this course is intended for the serious student of the verbal and visual arts, it is also designed to accommodate (as an elective) any interested student who is an avid film goer and desires to improve his appreciation of the films he sees.

376. Civilisation—A Personal View **three hours**

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

413. Expository Writing **three hours**

Study and practice of the various kinds of expository writing with special emphasis upon the skilled production of research papers.

420. Seventeenth Century Literature **three hours**

A study of important British writers of the period, including Donne and Herrick, and emphasizing Milton.

421. Chaucer **three hours**

A study of selected works by Chaucer which help to reveal the range and development of his thought and art. The emphasis will be on *The Canterbury Tales* and *Troilus and Criseyde.*

422. The British Drama **three hours**

The history of English dramatic literature from medieval to modern times.

423. Literary Criticism **three hours**

A study of past and present critical methods and of the theoretical assumptions upon which they are based.

431. Methods and Materials in Teaching English **two hours**

Study and practice in the techniques of teaching the fundamentals of grammar, mechanics, composition, and the varied types of literature; taken as part of the Initial Performance Practicum.

450. Honors Literature **one hour**

This course is intended for the superior student of literature, regardless of major. It consists of guided readings, weekly seminars, and an examination covering each semester's work. In order to graduate "with honors," a student must earn three hours of credit. PR: Permission of Honors Committee. Credit: One hour per semester. The maximum number of credits a student can earn in English 450 is 4 hours.

460. Independent Studies **one-four hours**

Intensive study in the work of one or more significant authors. Subject area to be suggested by the students and approved by the instructor. The students may conduct an independent investigation in an area of interest to them and embody the results in one or more research papers. PR: Consent of instructor.

Foundations*

(Community College)

101. Basic Writing Skills **two hours**

Individualized and group instruction in the areas of grammar, punctuation, spelling, sentence structure, and paragraph structure. Students demonstrating weaknesses in writing will be encouraged to enroll.

102. Basic Reading Skills **two hours**

Individualized and group instruction in the basic techniques of reading, including word recognition, vocabulary, and comprehension skills. Students demonstrating weaknesses in reading will be encouraged to enroll.

*Foundations course credit cannot be used for graduation purposes.

105. Elementary Algebra **three hours**

The following topics will receive attention in this course: Number systems, fundamental laws of algebra, algebraic operations, and linear equations in one and two variables. Students enrolling in this course should be able to manipulate fractions and positive and negative integers and to solve elementary equations. Students with limited backgrounds in algebra will be encouraged to enroll.

106. Elementary Plane Geometry and Trigonometry **two hours**

The following topics will receive attention in this course: Introduction to points, lines and planes in rectangular coordinate systems; analytical and graphical plane geometry; and analytical and graphical plane trigonometry. Students with limited backgrounds in plane geometry and trigonometry will be encouraged to enroll.

199. Special Topics in Foundations **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

French

(Division of Language and Literature)

101. Elementary French I **three hours**

Pronunciation, oral comprehension and speaking, reading and written drill and composition, elements of grammar. Laboratory.

102. Elementary French II **three hours**

Continuation of 101 completing the basic grammatical principles. One year of high school French is also considered as a satisfactory prerequisite for this course.

199. Special Topics in French **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate French I **three hours**

A course designed to reinforce and increase knowledge of vocabulary and grammar. The course consists of extensive and intensive reading, the review of grammar, and continued attention to pronunciation and speaking. Interesting reading materials such as short stories are emphasized. There is included the use of a language laboratory. PR: 101 and 102, or two years of high school French, or equivalent.

202. Intermediate French II **three hours**

The continuation of French 201. PR: 201, or equivalent.

220. French Special Topics II **three hours**

A diversified study of the daily life and environment of present-day France and French-speaking peoples, placed in relation to the language. Emphasis is on a realistic, practical approach. Work is individualized to fit the language-level and interest of the student. PR: Consent of the instructor.

292. Pro-Seminar. Special Topics. First Option, Topic I **three hours**

This course is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "France in Perspective." This is a study of French civilization and culture with emphasis as to content on the recent period, and as to approach on the use of the comparative method, comparing France, its culture and its contributions to that of other nations. This course is taken in conjunction with First Option, Topic II, described below. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. First Option, Topic II **three hours**

This course is taken in conjunction with First Option, Topic I, described above. It is taken in a summer session at West Virginia University, with the Department of Foreign Languages, and has for its topic "French Contemporary Literature." The period emphasized is that beginning about 1930. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Second Option **six hours**

This course, which may be taken instead of the First Option, is taken in the West Virginia University French Program Overseas. It has for its topic "Conversation and Contemporary French Culture." PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Third Option, Topic I **three hours**

This course, taken at Fairmont State College, has for its topic "France in Perspective." This is a study of French civilization and culture with emphasis as to content on the recent period and as to approach on the use of the comparative method, comparing France, its culture and its contributions to that of other nations. This course is taken in conjunction with Third Option, Topic II, described below. PR: Consent of instructor.

292. Pro-Seminar. Special Topics. Third Option, Topic II **three hours**

This course, taken in conjunction with Third Option, Topic I, described above, has for its topic "French Contemporary Literature." The period emphasized is that beginning about 1900. PR: Consent of instructor.

301. Literature of the Seventeenth Century **three hours**

Reading of the plays of Corneille, Racine, Moliere with outside reports from other classical writers. Comprehension, speaking, reading and writing all stressed. PR: Two years of college French or equivalent. Lab used.

310. Special Topics in French **three hours**

Supervised independent study reflecting the student's needs and interests. PR: Consent of instructor.

311. French Composition and Conversation I **three hours**

Part of the group consisting of 311 and 312, which may be taken in any order. Writing, conversing, and aural comprehension, with extensive use of audio-visual aids. Emphasis on practical proficiency, grammar, vocabulary building, and phonetics. Language laboratory used. PR: 12 hours of French.

312. French Composition and Conversation II **three hours**

Part of the group consisting of 311 and 312, as described under 311, with content consisting of French civilization and culture.

314. French Civilization and Culture **three hours**

The content of the course consists of a study of the basic historical development and significant contributions of France, its outstanding figures, its geography, traditions, contemporary social patterns, legends, songs, and influence on the United States. The instructional method emphasizes French conversation and extensive use of tapes, slides, and motion pictures. PR: 12 hours of French or consent.

321. Contemporary Literature **three hours**

Outstanding writers of the twentieth century, such as Gide, Proust, Mauriac, Giono, Camus, Valery. Emphasis is on reading comprehension. PR: 12 hours of French.

411. Advanced French Composition and Conversation **three hours**

Writing, conversing, and aural comprehension on an advanced level with extensive use of audio-visual aids. Emphasis on a high level of proficiency, grammar, vocabulary, and pronunciation. PR: 18 hours of French, including one previous conversation course, and to be taken as late as possible in the sequence of courses.

420. Refresher Course in Conversational French **three hours**

For secondary teachers seeking renewal credit. Conversation, grammar, phonetics, pronunciation, vocabulary, writing, and listening comprehension. Individualized instruction relating to student's needs and goals. PR: Consent of instructor.

426. Main Currents of French Literature and Culture **three hours**

A coordinated study of French literature and culture from a thematic and unitary standpoint. The main and unique currents of French contribution to world civilization are distinguished. The period 1700-1900 is emphasized as exemplifying most of these currents in their complex modern forms, leading to the contemporary period taken up in French 321. PR: French 202.

431. Methods and Materials in Teaching French **two hours**
Study and practice in teaching French language and literature, grades 7-12.

435. Foreign Language Methodology for Secondary Teachers **three hours**
A course dealing with all facets of teaching the language skills, culture, and literature, as well as learning to operate medial equipment, including the language laboratory. Instruction on topics such as individualization with the self-contained classroom, the use of the traditional grammar text with an audio-lingual approach, the writing of performance objectives for students and teachers, and new methods in foreign language teaching. Especially designed for secondary teachers seeking renewal credit. PR: Consent of the instructor.

Geography

(Division of Social Science)

199. Special Topics in Geography **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

210. Introduction to Geography **three hours**
An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.

305. Economic Geography **three hours**
A study of the production, consumption and exchange of goods by people throughout the world. Consideration is also given to spatial variations and influences of the natural environment and culture.

315. Urban Geography **three hours**
A study of urbanization process including origin, growth, function, spatial patterns, structure and heirarchical arrangement of urban centers, and urban problems, with special references to American cities.

330. Geography of North America **three hours**
A regional economic geography primarily of the United States and Canada from the standpoint of man's activities in relation to his natural surroundings and resources.

340. Geography of Europe **three hours**
A study of the important geographic concepts concerning man's activities in Europe and their importance to the United States and the rest of the world. A general overview will be made of Soviet European geography.

350. Geography of Latin America **three hours**
This course is a regional study of South America, Central America, Mexico, and the West Indies.

360. Geography of Africa **three hours**
A regional survey of the continent examining the great diversity that characterizes the area. Emphasis is placed on the complexity of the political pattern, the natural resources, economic development, and the physical setting.

370. Geography of Asia **three hours**
The study of Asia for the purpose of understanding the various Asian nations, their economic-geographic regions, major commodities, industry, commerce, and major problems.

399. Maps and Diagrams **three hours**
A presentation of statistical data by different kinds of diagrams, such as bar, pie, ring, and block diagrams and graphs; also the preparation and understanding of maps.

Geology

(Division of Science and Mathematics)

101. General Geology **three hours**

Two lectures and one two-hour lab per week. This course covers the materials of the earth's crust and the physical and chemical processes operating in and on the earth.

102. General Geology **three hours**

A continuation of 101. Application of physical and chemical processes to interpret the history of the earth. Includes a survey of evolution and the fossil record.

199. Special Topics in Geology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

German

(Division of Language and Literature)

101. Elementary German I **three hours**

The elements of German grammar; simple reading exercises, pronunciation; written assignments.

102. Elementary German II **three hours**

A continuation of the above course; special topics in grammar and greater emphasis on reading. PR: 101 or one unit of high school German.

199. Special Topics in German **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate German I **three hours**

Grammar review; composition; conversation; reading of fiction. The principal aim of the course is the reading of narrative of moderate difficulty. PR: German 102 or equivalent.

202. Intermediate German II **three hours**

This course continues the work of German 201. PR: German 201 or equivalent.

210. Masterpieces of German Literature **three hours**

A course emphasizing reading and aural comprehension of a wide range of German poetry, fiction, and drama. May be substituted for German 201 or German 202, with permission of the instructor. Laboratory used. PR: 9 hours German, or permission of instructor.

230. German Special Topics II **three hours**

Individualized study according to the needs and aims of the student in areas such as nonfictional material, contemporary fiction, civilization and culture, scientific German, selected literary works, or a combination of these. May be substituted for German 201, or 202. PR: Consent of the instructor.

301. The German Novelle **three hours**

A study of the German Novelle as a literary form of the nineteenth and twentieth centuries, with attention also being given to the German cultural and social environment. Continued work in composition and conversation. PR: 12 hours, or permission of instructor.

302. German Drama and Lyric Poetry **three hours**

A study of selected German plays and lyric poems, with emphasis on the work of Goethe and Schiller. Continued work in composition and conversation, and aural comprehension. PR: 12 hours, or permission of instructor.

303. Special Topics **three hours**

A course of individual study under supervision in a topic and skill of special importance to the student, such as the reading of literary or scientific material, aural comprehension, or pronunciation. Laboratory work may be included. PR: 9 hours, or permission of instructor.

Health Education

(Division of Health, Physical Education, Recreation and Safety)

100. Personal Health **two hours**

The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

150. Introduction to Health Science **two hours**

An in-depth study of the several content areas relating to health, contemporary health problems, and reciprocal relationships involving man, disease, and the environment are investigated.

199. Special Topics in Health **one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

200. Foundations of Health Education **two hours**

Historical, philosophical, sociological, and scientific foundations of health education as it relates to the present educational system and the changing society are examined.

202. Community Health Problems **three hours**

Philosophy, organization, identification and function of federal, state, and local public health agencies, and their role in dealing with community health and safety problems are presented. PR: Biology 101 and 102.

204. Health/Safety Seminar **three hours**

A comprehensive analysis of concepts essential for competence in developing a safe and healthy life-style is explored. The study will also involve the learning of essential first aid skills.

310. School Health Programs **three hours**

A comprehensive approach to the development of school health programs based upon the contemporary health needs and problems of students is investigated.

370. Contemporary Health Issues **three hours**

Identification, analysis and evaluation of our most critical health problems confronting society including drug abuse, addiction, human sexuality, cardiovascular disease, malignant neoplasm (cancer), and environmental health are examined. PR: Psychology 101 and Sociology 110.

400. Health Education for the Elementary School **two hours**

Specific areas of health relating to the needs of elementary school children are studied.

410. Seminar in Public Health Education **four hours**

The historical and philosophical development of public health agencies including governmental aspects, legal bases, organizational principles, personnel factors, and public relations is presented. Periodic field trips are included during the second eight weeks.

412. Drug Use—Abuse—Addiction **two hours**
Students will examine physiological, psychological, social, historical, legal and health aspects of drug use, abuse and addiction.

415. Human Sexuality **two hours**
The student will learn to identify the trends, issues and content necessary to analyze and develop methods and materials in sex education.

425. Environmental Health **two hours**
The traditional causes and emerging problems related to man's knowledge and understanding of environmentally-induced diseases are investigated. The study will involve the man-environment relationships conducive to optimum health.

431. Methods and Materials for Health Education **two hours**
This course is a study and discussion of methods and curriculum of teaching health education. Materials and techniques of instruction appropriate for all grade levels are examined.

450. Field Practicum in Public Health **four hours**
Experience in field practice in public health for one semester under supervision of public health professionals will be provided. Pass/Fail.

History

(Division of Social Science)

107. United States History I **three hours**
The Age of Discoveries to the Reconstruction Era.

108. United States History II **three hours**
The Reconstruction era to the present time.

111. History of Civilization I **three hours**
The earliest times to the beginning of the modern era.

112. History of Civilization II **three hours**
The beginning of the modern era to the contemporary period.

199. Special Topics in History **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

250. History of Technology **three hours**
A survey course from pre-historical tool-making to atomic energy and computers in the twentieth century. Credit in history or Industrial-Technical Education.

302. West Virginia **three hours**
West Virginia history, government, and geography from the first settlements to the present time.

305. History of England **three hours**
From Roman Britain to the present day.

312. Diplomatic History of the United States **three hours**
The foreign relations of the United States and the development of basic American foreign policies from the colonial period to the present.

315. Colonial America **three hours**
The American colonies from their beginnings to the end of the Revolutionary War.

316. The Early Republic **three hours**
United States history from the Revolutionary War to the close of the Mexican War.

317. Civil War and Reconstruction **three hours**
The victory of the Federal Union over sectional division.

318. The Gilded Age to the Great Crash **three hours**
The United States from 1876 to 1929.

319. Recent America **three hours**
America's emergence as a leading world power.

320. American Economic History **three hours**
Economic development of the United States from the colonial period to the present.

325. Medieval Europe **three hours**
Formative development in intellectual, social, economic, and political history from the fall of Rome.

326. American Constitutional History **three hours**
The origins of the Constitution of 1787 and the role of leading jurists and landmark cases in shaping the American Constitutional traditions.

330. Renaissance and Reformation **three hours**
The Renaissance in Italy and Northern Europe; the Protestant Reformation and the Counter Reformation.

331. Revolutions in History **three hours**
A study of revolutionary thought and action as a force in world history since ancient times. Major topics include the American and French Revolutions of the eighteenth century, the Chinese and Russian Revolutions of the early twentieth century, and a sampling of more recent revolutionary movements in representative regions of the world.

340. Europe in the Nineteenth Century **three hours**
Nationalism, imperialism, and industrial development before the First World War.

341. Recent Europe **three hours**
Problems of readjustment in the twentieth century: the League of Nations, Fascism and Communism, the Second World War, the Cold War, the Common Market.

342. Diplomatic and Military History of Europe **three hours**
The development of military and diplomatic techniques and foreign policies from the Middle Ages to the present day.

343. Urban History **three hours**
The emergence of cities in the Old World and their subsequent development; an analysis of American urbanization from the colonial period to the present.

344. Great Leaders of the Twentieth Century **three hours**
Selected political, military, and religious leaders of the twentieth century, using biographical and autobiographical materials to analyze, compare, and contrast their roles in recent and contemporary history.

352. History of Latin America **three hours**
Conquest and colonial developments in South America from Columbus to Latin America's role in contemporary perspectives.

355. History of Africa **three hours**
Survey of African history from the earliest time to the present with emphasis on the medieval, colonial, and modern periods.

371. Social History of the United States **three hours**
An advanced survey of the history of American social relationships and institutions with emphasis on the lives of ordinary people and incorporating recent scholarly research both quantitative and qualitative. Three one-hour lecture and discussion periods per week. PR: History 107 and 108.

373. Social History of the American Woman **three hours**
An examination of women's changing roles and contributions to American society.

375. Philosophy of History **three hours**
A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience. Credit in either philosophy or history.

376. Civilization—A Personal View **three hours**
An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

380. Afro-American History and Culture **three hours**
The Negro in American life to the Civil War.

381. Black Man in America **three hours**
The history and culture of the Black Man in the United States from 1865 to the present. (Credit in history of sociology.)

390. The Ecology of Man **three hours**
A transdisciplinary study of man's relationship to the natural environment, including problems of technology and pollution; historical and philosophical origins of conservation; ecological ethics; and environmental planning.

410. Area Study **one-twelve hours**
A study of a region of the world conducted on an interdisciplinary basis. The area and time span studied will be determined by the instructor. PR: Consent.

424. History of Asia I **three hours**
Historical and cultural development of Asia to 1800.

425. History of Asia II **three hours**
Impact of the West on Asian nations from 1800 to the present.

453. Russia **three hours**
Development of the Russian people from the time of their appearance as a national entity, through the tsarist, imperial, revolutionary, and Soviet eras to the present.

455. ABC Powers of Latin America **three hours**
An in-depth analysis and study of the three leading powers of Latin America—Argentina, Brazil, and Chile.

Home Economics

(Division of Technology/Home Economics)

101. Principles of Clothing Construction **three hours**
Application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual; development of construction techniques using various fabrics; the use and care of equipment and pattern alterations.

102. Advanced Clothing Construction **two hours**
Use of contemporary fabrics and techniques to construct a variety of garments including sweaters, lingerie, swimwear and active sports clothes with emphasis on the newest developments in home sewing.

103. Clothing Selection **two hours**
Clothing for the individual, family, and special need groups, including fashion trends, fashion terminology, history of costume, clothing and behavior, color analysis, clothing for the handicapped and discussion of the dress for success theories.

110. Elementary Nutrition **two hours**
A study of the nutrients, their sources, and their relationship to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements. Students will evaluate their daily nutritional intake against recommended daily allowances.

115. Introduction to Fashion Merchandising **three hours**
An overview of the fashion industry, past and present, with emphasis on career opportunities; the impact of fashion on world economy; and the fashion market system from manufacture to consumer will be covered in this course.

116. Fashion Illustration **three hours**
Creative fashion design and figure drawing will be covered. The study of historical costume, color rendering techniques and the principles of design will provide inspiration and appreciation of well-designed contemporary fashions.

130. The Child and Community **three hours**

A course designed to help the student understand the sociocultural forces (community, government, technology, economic) that affect the young child; and to examine supportive services for children with various needs, as well as the role of the child development associate in carrying out these services. Take concurrently with 132.

131. Programs for Early Childhood **three hours**

Historical background and present-day theories of early childhood programs. The infant and young child at home in children's centers. Relationship of children, parents, and communities. Administration of programs.

132. The Child and Community Practicum **three hours**

Observes the role of the middle-professional in the various agencies throughout the community and begins to work in the agency in a general sense. Take concurrently with 130.

140. Introduction to Interior Design **three hours**

This is a survey of the field of interior design. Topics covered include historical overview, detail and design of architecture and furniture periods. A study is made of components, materials and career opportunities in residential and commercial interior design.

199. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free elective in degree and certificate programs.

200. Child Care Practicum **six hours**

Utilizing the knowledge from all courses the student will be responsible for planning and implementing an eight-week program for a child development center.

201. Principles of Food Selection and Preparation **three hours**

This is a study and application of food principles in food preparation including selection, marketing, nutritional value, storage, preservation, and meal service. The class meets for lecture two times a week with one, two and one-half hour lab period per week.

202. Meal Management **two hours**

A continuation of Home Economics 201 with particular emphasis on flour mixtures and meat cookery. Emphasis is placed on more advanced techniques in food preparation. Menu planning and meal management, as they relate to time, energy, and money are also included in the course.

210. Textiles **three hours**

Production of fabric from source to end use; properties of textile fibers in relationship to performance and use, textile selection and maintenance for apparel and home furnishings.

217. Fashion Retailing and Merchandising **three hours**

An examination of the fashion business at the retail and wholesale levels, including shopping psychology, store layout and marketing strategies will be made. Current issues in the fashion industry will also be studied, using field trips and guest lecturers to supplement classroom discussion. PR: H.Ec. 115.

218. Fashion Merchandising Practicum **four hours**

In this course, the student will receive on-the-job experience at a fashion merchandising establishment. The student will be required to work 120 hours and meet for class one hour per week. Classroom activities will include lectures and projects. PR: H.Ec. 217.

219. Introduction to Food Service Industry **three hours**

This course provides a description of the different careers available in the food service industry. Training programs conducted by restaurants, hospitals, nursing homes, fast food services, and school lunch programs will be discussed and tours of these establishments will be conducted. Federal, state and local regulations regarding sanitary and safety controls as they relate to food service will be surveyed. Identification of food-borne diseases and methods for their prevention and control will be discussed, and the positive

principles of health, personal hygiene, and safety that are involved in food handling will be described. The emphasis of the course will be on practical application.

220. Diet Therapy and Community Nutrition **three hours**

This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. Course includes observations in both health care facilities and community feeding programs under supervision of a registered dietitian or food service director.

221. Food Service Equipment **two hours**

Emphasis is on food service equipment selection and layout in relation to production and work flow. Specifications, energy sources, use and care of food service equipment will be included in the course.

223. Quantity Foods **three hours**

Principles and techniques of quantity food preparation. Use of standardized recipes and institutional equipment. Course includes laboratory experience in quantity food preparation.

224. Food Service Practicum **four hours**

Observation experiences in a variety of food service operations. This experience is in an operating establishment under the supervision of food service management personnel. Sessions are conducted for students to share experiences and discuss learning activities.

227. Food and Beverage Merchandising **three hours**

This course discusses catering for different types of social functions, dining room arrangement, and service to gain customer satisfaction. It also deals with purchase specifications, management and quality as applied to tableware, furnishing, equipment and supplies.

229. Food Management Seminar **one hour**

Coordinates and reviews materials student has learned in the food service industry, and discusses various food service management problems and solutions.

230. Theory and Practices in Work with Young Children **three hours**

A course designed to build competencies in parents and workers with young children. Daily and long-range program development with emphasis on continuity in learning experiences. Take concurrently with 232.

232. Practicum with Young Children **three hours**

Utilizing knowledge from theory and practice, the student will plan programs and enrichment activities for children in various settings. Take concurrently with 230.

251. Applied Design **two hours**

The principles and elements of design are explored with application of concepts in the creation of design projects. Suggestions for practical application will be explored in the selection and evaluation of home items and apparel.

275. Interior Design Practicum **four hours**

Various businesses related to interior design provide for on-site training and experience. Preparation of resume and professionalism are also covered.

299. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free elective in degree and certificate programs.

303. Nutrition **three hours**

A study of the principles of nutrition with application of planning adequate diets for normal individuals and family groups of varying cultural and economic levels. Food habits, their development and changes are reviewed. Nutrition resource materials are collected and evaluated. National and international problems of nutrition are included.

310. Family Life Education **three hours**

A study of the changing American family and of interpersonal relationships between family members at each stage in the family life cycle. Special reference to mate selection, adjustments, crises and supports for families.

312. Consumer Education **three hours**

A study of the selection of consumer goods and services and factors affecting selection such as: labeling, advertising, credit, contracts and consumer legislation, car, health and life insurance for family security, social security and wills.

315. Home Management **three hours**

A study of management process and its effect on the family. Decision making, economics, effective use of resources and the interaction of values, standards, and goals are considered for the family.

316. Household Equipment **two hours**

The principles underlying the selection, use, care and maintenance of equipment used in the home with emphasis on energy consumption.

318. Home Management Problems **two hours**

The course includes analysis and application of management principles, common problems of the family's use of resources, management of the individual and family relationships, planned and supervised experiences of home management problems.

320. Home Planning and Furnishing **three hours**

Designed to help individuals analyze social, physical, economic and psychological needs which must be met by their housing. House plans and furnishings studied in relation to use, economy, beauty, and individuality.

328. Cognitive, Affective Development of Children **three hours**

Examines theory and research relevant to cognitive and affective development of children ages 3-5. Particular emphasis is placed on applying theory and research in guidance and in planning curricula and instruction for young children. Laboratory experience is required.

330. Child Care and Development **three hours**

Examines theory and research relevant to cognitive, language, socio-emotional and psychomotor development in early childhood. Particular emphasis is placed on becoming an objective observer of young children and in applying research and theory in interpreting behavior and planning for development and learning.

331. Adolescent Development **two hours**

Examines theory and research relative to physical growth, intellectual development, relationships with parents and peers and growth in self-direction. Special attention given to the quest for identity and self-concept.

332. Child Development Problems **one-three hours**

Supervised experience in working with pre-school children. Appreciation of theory and research in planning programs, materials, and guidance to enhance development and learning in all areas of child development. PR: 330 or take 330 concurrently.

351. Home Arts **three hours**

A study is made of applied arts for the home. Projects include hand-crafted accessories, linens, pillows and draperies. This course provides an opportunity not only to create but appreciate and evaluate well-designed enrichment items.

371. Problems in Interior Design **four hours**

Coordination of interior design components allows the students to develop and apply complete room plans and decorating schemes for various residential and commercial applications. Areas of color, lighting, space needs and materials are covered. PR: Consent of Instructor.

399. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives in degree and certificate programs.

402. Tailoring **three hours**

The course includes construction of a suit or coat with emphasis on selection of fabric, fitting, and traditional and contemporary tailoring techniques. Consult instructor for prerequisities. Taught on demand.

430. Methods in Vocational and Adult Education **two hours**

Methods and materials for the development of consumer homemaking programs, occupational education, adult programs, and career education for middle school, secondary, post-secondary and adult levels are covered. Emphasis given to preparation of curriculum materials for the various programs, and the legislation involved in implementation.

431. Methods and Materials in Teaching Home Economics **two hours**

A study is made of the philosophy and goals of teaching home economics at the middle and secondary levels. Methods, procedures, techniques, and resources for teaching the course are organized. Selection of equipment and supplies to manage a home economics department is analyzed. To be taken as part of the Initial Performance Practicum. Spring semester only.

499. Special Topics in Home Economics **one-three hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives in degree and certificate programs.

Human Services

(Community College)

100. College Orientation **one hour**

This course is designed to acquaint entering freshmen with various academic, economic, and social aspects of college life, including student services such as the academic advising system. This course is offered on a credit/non-credit basis.

199. Special Topics in Human Services **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

Journalism

(Division of Language and Literature)

199. Special Topics in Journalism **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

240. Reporting **three hours**

Comprehensive study of fundamental writing forms, styles and mechanics for both print and broadcast media, including school publications. Gives practical experience in basic writing styles used in scholastic, collegiate and professional mass media. Valuable as a test of writing ability and for making students more discerning media consumers. Open to second semester freshmen and above or to first semester freshmen with previous high school journalism experience or to those exempt from English 104 and/or 108 through CLEP. Required for journalism and English teaching specializations as well as non-teaching journalism minor and graphics programs. Offered fall and spring semesters. Three hours arranged lab required. (Enroll in both Journalism 240 and Journalism L240.)

270. Communications in Society **two hours**

Survey of mass media in a democratic society and an introduction to mass media career opportunities and preparation. Open to all students. Of interest to those undecided about their careers, especially those with scholastic journalism experience. Required for journalism teaching specialization and non-teaching journalism minor. Offered during fall semester on alternate-year basis.

271. The Newspaper and Society **three hours**

Definitive study of responsibilities, issues, laws and ethics in relation to the news media. Covers the social responsibility theory of the press as it evolved in this country and laws and ethics affecting news media and news media's effect on the law. Reinforces necessity for accuracy in the media. Offered only in summer.

280. History of American Journalism **three hours**

Comprehensive chronological presentation of the development of American mass media by showing relationship of the past with the events of today and delineating their impact on the American way of life. Examines the American press from the seventeenth century to date, freedom of press and its present implications. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered during fall semester; alternates with Journalism 270.

312. Publications Problems **three hours**

Practical approach to problems typical to anyone charged with producing a publication, particularly teachers who may supervise a student newspaper, yearbook, magazine,or handbook. Problems of staff organization, training, finance, format, ethics, publics, and public relations. Three-hour laboratory arranged. Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered usually during spring semester. PR: Journalism 240 and 343, or instructor's consent if 343 has not been completed.

320. Principles of Advertising **three hours**

Concerns the management, planning, creation and use of advertising in view of today's social attitudes, consumer trends, government controls, management pressures, and changes within the advertising structure. Taught by the commerce faculty for both business and journalism students. Required for the journalism teaching specialization. Journalism majors and minors, register for Journalism 320, not Business 320.

330. Advanced Reporting **three hours**

Advanced study and practical application of journalistic writing techniques with practicum on the Fairmont newspaper where students master use of video display terminals. Emphasis on investigative reporting and in-depth feature writing with assignments for campus publications. Enrollment suggested for senior students who have had extensive writing and editing assignments on college publications. PR: Grade C or higher in Journalism 240.

334. News Photography **two hours**

Basic camera and developing techniques during four hours of lecture-laboratory time per week. Introduces photography as a means to document and a medium of expression. Camera, film supply, equipment and chemicals required. Taught with cooperation of technology division. Limited enrollment. Required for both the journalism teaching specialization and the non-teaching journalism minor.

340. Journalism Practice **two hours**

Practical writing experience on the college newspaper, yearbook, public relations, and sports information staffs or area broadcast outlets plus guided reading in the student's field of major journalistic interest. Minimum of three lab hours required weekly. Required for teaching specialization in journalism. Offered first semester during both fall and spring semesters on an arranged basis. PR: completion of Journalism 240 and/or 343 or consent of instructor. Offered alternately with Journalism 341.

341. Journalism Practice **two hours**

Continuation of Journalism 340. An elective for the journalism teaching specialization or the journalism minor, providing a variety of journalistic opportunities in print and/or broadcast journalism depending on the individual student's interest and expertise. PR: Journalism 240 and/or 343 or instructor's consent.

343. Copy Editing and Makeup **three hours**

Intensive study of modern editing and makeup practices, copy-reading, proofreading, and headline writing principles. Production processes, photo-journalism

selection, and advertising are related to publication of newspapers, magazines, yearbooks, and other forms of print journalism. Provides application of techniques through practical experience on college publications. Three hours lab required. (Enroll in both Journalism 343 and L343.) Required for both the journalism teaching specialization and the non-teaching journalism minor. Offered usually during fall semester. PR: Grade of C or higher in Journalism 240.

431. Methods and Materials in Teaching Journalism **two hours**

Part of the Initial Performance Practicum. Study and practice in techniques of teaching journalism and advising school publications. (Students may elect to take their special methods course in their other teaching specialization.)

Library Science

(Division of Language and Literature)

101. How to Use a Library **one hour**

Introductory course on how to use libraries and library materials, with emphasis on the Fairmont State College Library. Self-paced, arranged course. Open to all students.

120. Introduction to Library Science **three hours**

A study of the historical development of libraries and their relationship to the community as a whole. Basic terminology and tools of the field are introduced. Resource people identify and define the tasks and competencies required of the library personnel. First semester only.

199. Special Topics in Library Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Reference and Bibliography **three hours**

The study of basic reference sources. Evaluation, selection, use, literature searching and bibliographic compilation are stressed. First semester only.

210. Library Materials for Adolescents **three hours**

A study of the philosophy, principles and criteria used in selecting materials for young people. Selection aids and professional tools are studied. Overall collection building and evaluation are emphasized. A wide variety of adolescent material is studied. Second semester only.

302. Cataloging and Classification **three hours**

An introduction to the general principles of descriptive cataloging and entry work through a study of the Anglo-American Cataloging Rules, second edition. Construction of a call number is studied through use of the Dewey Decimal Classification and Cutter tables. Sears subject headings are used to present the basic principles of subject analysis. The practical aspects of these processes are stressed through their application to book and non-book materials. OCLC skills are stressed. Second semester only.

304. Organization and Administration **three hours**

A study of the philosophy, objectives, and procedures involved in the functioning of libraries. Emphasis on planning the physical facility, equipment, standards, staff, budgeting, ordering, services, instruction, displays and public relations. PR: 120, 200, 210, 302. First semester only.

400. Library Practice **three hours**

At least 100 hours of practical experience in a school, public, academic, or special library. For Bachelor of Arts in Education this course is taken concurrently with Education 420 or Education 450. PR for B.A. in Education: LS 120, 200, 210, 302, 304, Eng. 207, Educ. 424.

Management

(Division of Commerce)

305. Small Business Management **three hours**

Designed to familiarize the student with the management function required to operate a small business. The problems and requirements for success are studied and the student learns how to succeed as an independent business entrepreneur.

308. Personnel Management **three hours**

A study of the field of personnel management and industrial relations including its background, development, and modern practices.

309. Principles of Management **three hours**

The emphasis in this course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

314. Office Management **three hours**

Office management is the study of principles as applied to job analysis, production measurement, paper-flow analysis, office design, work allocation and scheduling, construction and use of procedures manuals, forms design, criteria for equipment acquisition, staffing, supervising and motivating employees, labor-management relations, employee benefits, and information distribution and retrieval technologies.

390. Human Behavior in Organizations **three hours**

The purpose of the course is to introduce the student to the problems of human behavior in the organizational setting and the approaches available for solving these problems. The course will examine the theories on individual, interpersonal and group behavior in organizations, and will follow this with considerations of how organizations may be designed to utilize the talents of the individuals, and how managers may make use of the theories of motivation, communication, and interaction in accomplishing the objectives of the organization. PR: 309.

409. Quantitative Management **three hours**

A study is made of the quantitative techniques which have been incorporated into the business environment in recent years.

Marketing

(Division of Commerce)

205. Salesmanship **three hours**

A study of techniques appropriate to personal selling, both retail and contact. Students are given opportunties to construct and give sales presentations.

300. Retailing **three hours**

Presents an overview of retailing, including such areas as organizational structure, merchandising practices and procedures, promotional activities, store planning and layout, and control methods, thus providing technical and theoretical knowledge necessary for attaining middle management employment in this field.

304. Marketing **three hours**

A study of those business activities that direct the flow of goods and services from producers to consumers. PR: Econ. 201, 202, or consent of instructor.

312. Retail Field Experience **four hours**

Students are placed in part-time retail occupations in carefully selected establishments consistent with their career objectives. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. A total of 240 hours is required to be completed during four semesters. Open only to students in retail program.

320. Advertising **three hours**

A survey course of the social, psychological, and some technical aspects of advertising. For Business and Journalism students.

Mathematics

(Division of Science and Mathematics)

101. Applied Technical Mathematics I **three hours**

An introduction of fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot satisfy general studies requirements.

102. Applied Technical Mathematics II **three hours**

This course is a continuation of Math 101. Topics covered include solving radical equations and polynomial equations, as well as complex numbers, exponential and logarithmic functions, inequalities and additional topics in trigonometry. This course cannot satisfy general studies requirements. PR: Math 101.

110. Mathematics for Elementary Teachers I **three hours**

An introductory course in mathematical ideas. This course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course cannot be used as math credit toward certification for teaching mathematics. Credit for this course does not count for general requirement in science and mathematics.

111. Intermediate Algebra **three hours**

A course for students deficient in high school algebra. This course cannot be used as mathematics credit toward certification for teaching mathematics. Credit may be earned for either Math 111 or 101 but not both courses. PR: One unit of high school algebra.

112. Intermediate Mathematics I **three hours**

An introductory course of integrated algebra, trigonometry, and related topics, for students who have not had an equivalent course in high school. This course cannot be used as mathematics credit toward certification for teaching mathematics.

115. Intermediate Mathematics II **four hours**

An integrated course of the material traditional offered in college algebra and trigonometry, and related topics. For students who have not completed an equivalent course in high school. PR: 112 or equivalent.

116. Calculus I **four hours**

The simpler techniques of differentiation and integration for the elementary functions. Step functions and their integral, the exact area under a monotonic curve, the definite integral. Limit of a function, slope of a curve, tangents, instantaneous rates. Continuity algebra of limits, existence of limits, continuous functions. Derived functions, $D(u+v)$, Dcu, Cuv, Du^n, differentiation of polynomials. Interpretation and applications of derivatives. Mean value theorem. Taylor's theorem, higher order derivatives, cut-off Taylor's series as approximations, convexity, constant acceleration, maxima and minima. Differentiation of rational functions, maxima and minima with side conditions. The antiderivative, differential equation $DF(x) = f(x)$, antiderivative formulas, fundamental theorem of calculus. Integration by parts, algebraic properties of integrals, applications, area, mean value of a function, falling bodies, work, volumes, moments. Antiderivatives, of negative powers, application, Theory of logarithms and general powers. Exponential functions. Tangent and normal, orthogonal curves, angle between two curves, circle and parabola. Arc length, polar coordinates. Derivatives and integrals of trigonometric functions. Periodic motion, simple harmonic motion. Inverse trigonometric functions. Numerical methods: trapezoidal rule, Simpson's rule, Newton's method. PR: 115 or equivalent.

199. Special Topics in Mathematics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Mathematical Logic **three hours**

Sentential and general theory of inference, theory of proof and definition, elementary intuitive set theory. PR: Math 116 or consent.

201. Mathematical Logic **three hours**

A continuation of Math 200. PR: Math 200.

205. Fundamental Concepts of Mathematics **three hours**

An introductory survey course in mathematics including elementary logic, set language, a discussion of various number systems, numeration systems, introductory number theory, probability, and other related topics. This course will be offered each semester; it cannot be substituted for Math 110.

206. Introduction to the Theory of Numbers **three hours**

Prime Numbers; the unique factorization theorem; congruencies; Diophantine equations; primitive roots; the quadratic reciprocity theorem. PR: Math 116 or consent.

210. Mathematics for Elementary Teachers II **three hours**

This course is intended to follow Math 110. Topics covered in the course include an introduction to logic, numeration systems including bases other than ten, properties of real numbers, finite mathematics, solution of equations and inequalities. Credit for the course does not count for general requirement in science and mathematics. PR: Math 110.

212. Sets, Relations and Functions **three hours**

Topics to be studied are those related to sets, relations and functions which are common to most upper division mathematics courses. This course is designed and highly recommended for students majoring or minoring in mathematics but may be used by other students to satisfy their general education requirement. The course will be offered during the fall semester of each year. PR: Math 115.

214. History of Mathematics **three hours**

A historical development of mathematical ideas beginning with the geometry and computational methods of antiquity and continuing through the calculus. PR: Math 115 or equivalent.

315. Calculus II **four hours**

A continuation of Math 116. PR: 116.

316. Calculus III **four hours**

A continuation of Math 315. PR: 315.

323. Mathematics for Elementary Teachers III **three hours**

This is the last of three courses intended to give prospective elementary teachers an adequate background and training in the concepts and skills of basic mathematics. A study of metric and non-metric geometry will be made, including both an informal and formal approach to proofs of elementary theorems. Credit for this course does not count for general requirement in science and mathematics. PR: Math 210 or concurrent registration with consent of instructor.

335. Probability and Statistics **three hours**

Sample spaces, events as subsets, probability axioms, finite sample spaces and equiprobable measure as special case, binomial coefficients and counting techniques applied to probability problems, conditional probability, independent events. Bayes' formula. Random variable, probability functions, density and distribution functions, special distributions, independent random variables. Poisson and normal approximation to the bionomial, some statistical applications. Estimation and sampling, point and interval estimates, hypothesis-testing, power of a test, regression. PR: Math 315 or consent.

336. Probability and Statistics **three hours**

Random variables and distributions, sequences, of random variables, Markov chains, stochastic process. PR: Math 335.

342. Numerical Analysis **three hours**

Solution of equations. Functional interaction of equations, analysis of special methods such as the methods of false position and of Newton; interaction for systems of equations. Reduction to first order systems. Gaussian elimination and some interactive methods for inversion. PR: Math 315 and EDP 103 or consent.

361. Abstract Algebra **three hours**

Sets, relations, functions, operation, etc. Algebraic systems: integers, rationals, matrices, etc. Isomorphism and examples. Equivalence classes. Groups. Subgroups, cyclic groups, basic theorems, Lagrange's theorem. Homomorphism, normal subgroup, quotient group. The isomorphism theorems. Rings, integers, matrices, polynomials, integral domains, fields, quotient field. Homomorphism, ideals, residue class rings. Unique factorization domains. Euclidean domains, integers, polynomials over a field. Division algorithm, highest common factor, unique factorization in Euclidean domain. PR: Math 116 or consent.

362. Linear Algebra **three hours**

Vector spaces abstractly defined. Linear dependence and independence. Bases and subspaces. Dimension of linear space. Linear mappings, kernel and image of a map. Rank of a map. Linear maps as a vector space. Composition of mappings and multiplication of matrices. Relation between linear mappings and systems of linear equations. Row reduced echelon matrix, invertible matrices, calculation of inverse. Linear inequalities and half spaces. PR: Math 316 or consent.

372. Modern Geometry **three hours**

The idea of convexity; separation of planes by liens, and of space by planes. The treatment of betweenness. Distance functions and angular measurement functions, and the postulates governing them. Metric definitions of congruence-relations, for segments, angles and triangles. The parallel postulate. PR: Math 116 or consent.

373. Projective Geometry **three hours**

Extended Euclidean plane, elements of perspective, linear transformations in 112, the axiomatic foundation, the complete four-point and complete four-line, conics, introduction of coordinates. PR: Consent.

375. Topology **three hours**

A study of sets, relations, functions, cardinal numbers and orderings. Topological spaces, including continuity, convergence, separation, compactness and connectedness. PR: Math 315.

391. Introduction to Analysis **three hours**

Real numbers, topology of the reals, infinite series, continuous functions, sequences and series of functions, differentiation, integration, power series. PR: Math 316.

393. Introduction to Foundations of Mathematics **three hours**

Continuation of 391. PR: Consent.

400. Seminar **one-three hours**

PR: Consent.

401. Differential Equations **three hours**

First-order and simple higher-order ordinary differential equations and their applications, linear differential equations with constant coefficients and their application, simultaneous differential equations and their applications, the numerical solution of differential equations, solution of differential equations by use of series. PR: Math 316.

411. Advanced Calculus **three hours**

Sets, relations and functions, composite and inverse functions, countable sets, ordered fields, sequences, operations with sequences nested intervals, Cauchy sequences, open and closed sets, limits and continuity, differentiation, integration. PR: Math 316 and consent.

413. Introduction to Complex Variables **three hours**

The algebra and geometry of complex numbers. Definitions and properties of elementary functions, e, sin x, log z. Analytic functions. Limits, derivatives, Cauchy-Riemann equations. Integration. Integrals, functions defined by integrals. Maximum modulus, Liouville's theorem, fundamental theorem of algebra. Series. Taylor and Laurent series. Uniform convergence, term-by-term differentiation, uniform convergence in general. Domain of convergence and classification of singularities. The residue theorem. PR: Math 315.

431. Methods and Materials in Teaching Mathematics **two hours**

This course is designed for senior education majors with a math teaching specialization of either grades 5-12 or 5-8. This course should be taken during the I.P.P., but may be taken earlier only with the consent of the instructor.

Medical Laboratory Technology

(Division of Health Careers)

101. Introduction to Medical Laboratory Technology **three hours**

Principles, practices and history of medical technology and relationship of the laboratory as part of the medical team are presented. Students will be oriented to medicine as a profession and the ethics involved. PR: Permission of Instructor. Fall Semester.

102. Clinical Microscopy and Laboratory Instrumentation **three hours**

Continuation of MLT 101 with emphasis on the practical aspects of medical technology. Through a combination of lecture and laboratory experience, students will be exposed to basic clinical laboratory techniques including: instrumentation, venipuncture and clinical microscopy. Two lab hours per week and two lecture hours per week. PR: Admission to MLT Program. Spring Semester.

199. Special Topics in Medical Laboratory Technology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.

200. Clinical Serology Lecture **one hour**

Lectures dealing with antigen-antibody reactions, explanation of types and general principles of serologic tests including tests for syphilis, febrile agglutination, and latex fixation. PR: MLT 101 and 102. Spring Semester.

201. Clinical Serology Practicum **one hour**

Laboratory practice in the performance of serologic tests. Students will receive experience in tests utilizing serial dilution, agglutination reactions, and other methods of antigen-antibody testing. PR: MLT 101 and 102. Arranged.

202. Clinical Biochemistry Lecture **four hours**

Lectures explaining procedures utilized in the clinical chemistry laboratory. Principles, reactions, and diseases related to the various biochemical tests will be discussed. PR: MLT 101 and 102. Fall Semester.

203. Clinical Biochemistry Practicum A (First Rotation) **two hours**

Laboratory experience in the basic methods of chemical analysis and reagent preparation. Students will receive practice in manual as well as automated methodologies. PR: MLT 101 and 102. Arranged.

204. Clinical Biochemistry Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on developing proficiency in the performance of the various chemical tests. PR: MLT 101 and 102. Arranged.

205. Clinical Microbiology Lecture **four hours**

Lectures in clinical bacteriology. Both pathogenic and non-pathogenic bacteria will be studied. Biochemical and serological methods will be discussed relative to the identification of various bacteria. PR: MLT 101 and 102. Fall Semester.

206. Clinical Microbiology Practicum A (First Rotation) **two hours**

Laboratory experience in basic microbiology procedures. Students will learn methods of handling specimens, preparing media, and performing various tests leading toward the identification of bacteria. PR: MLT 101 and 102. Arranged.

207. Clinical Microbiology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with greater emphasis on identification of various microorganisms. PR: MLT 101 and 102. Arranged.

208. Clinical Mycology and Parisitology **one hour**

Students study the morphology, cultural characteristics and other methods of identifying mycoses, yeasts and parasites. PR: MLT 101 and 102. Spring Semester.

209. Clinical Microscopy Practicum **one hour**

Laboratory practice in the collection and performance of various urinalysis tests including microscopic examination of urinary sediment. Students also receive practice in the analysis of gastric contents and kidney stones. PR: MLT 101 and 102. Arranged.

210. Clinical Hematology Lecture **four hours**

Theory, principles, applications, techniques of measurement and functions of blood cells, hemoglobins, hemostasis, myeloproliferative disorders, cytochemistry, and quality control. (3 hours lecture, 2 hours lab) PR: 101 and 102. Summer.

211. Clinical Hematology Practicum A (First Rotation) **two hours**

Laboratory experience in evaluating blood smears, practice in manual and automated counting techniques and coagulation procedures.PR: MLT 101 and 102. Arranged.

212. Clinical Hematology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on proficiency in reading blood smears. PR: MLT 101 and 102. Arranged.

213. Immunohematology Lecture **four hours**

Theory, principles, applications and techniques of antigenantibody reactions dealing primarily with blood typing and transfusions. Genetics, legal aspects, hemolytic diseases and quality control. (3 hours lecture, 2 hours lab) PR: 101 and 102. Summer.

214. Immunohematology Practicum A (First Rotation) **two hours**

Laboratory experience in the techniques of blood banking. Students learn to type blood, crossmatch blood and prepare some blood components. PR: MLT 101 and 102. Arranged.

215. Immunohematology Practicum B (Second Rotation) **two hours**

Continuation of Practicum A with emphasis on donor history taking and donor bleeding. PR: MLT 101 and 102. Arranged.

216. Seminar **one hour**

This course gives the student an opportunity to correlate the information in each of the clinical areas. PR: MLT 101 and 102. Spring Semester.

217. Laboratory Operations and Management **three hours**

This course is designed to introduce the student to the day to day laboratory operations including logging-in specimens, recording and calculation of quality control data, professional telephone skills, CPR and computer skills. (One hour lecture and 4 hours laboratory per week.) PR: MLT 101 and 102. Fall Semester.

Medical Record Technology

(Division of Health Careers)

103. Directed Practice I **one hour**

This course is designed to introduce the student to individual medical record forms, the compilation of a medical record, record numbering systems, filing systems, and quantitative analysis. Inpatient, outpatient, and extended care record models are presented in the laboratory. In the clinical setting, the student will have an opportunity to practice preparation and filing of patient index cards; assembly, analysis, filing and retrieval of medical records; release of medical information and general office procedures. Four hours per week. Taken concurrently with MRT 104. Fall Semester.

104. Introduction to Medical Records **three hours**

This course serves as an introduction to the functions and duties of a medical record technician, the national organization as well as an orientation to the study of the basic medical record, analysis assembly, filing, record as well as storage and retrieval. Three hours lecture. Fall Semester.

106. Directed Practice II **two hours**

This course is designed to give the student additional practice in numbering, assembling, analyzing, filing and retrieving medical records, as well as introducing such new procedures as microfilming, data/word processing, transcription, data gathering, and preparation of statistical reports. Eight hours per week. PR: MRT 103. Taken concurrently with MRT 107, MRT 110. Spring Semester.

107. Storage Systems **two hours**

This course is designed to acquaint the student with various storage and retrieval aspects of health care information. Included in this area would be manual and computer storage, and statistical reports. PR: MRT 104. Fall Semester.

108. Medical Transcription/Word Processing **three hours**

This course is designed to synthesize the skills and knowledge of typing, machine transcription, medical terminology and medical record forms. Use of word processing equipment in preparing medical reports will be introduced. Three hours per week. PR: BUS ED 102 or 35 wpm typewriting speed. Spring Semester.

109. Hospital Statistics **three hours**

This is a course in which the methods of computing statistics of health care institutions and storage areas for this material will be discussed. Basic statistics applicable to health care institutions will be introduced. Three hours lecture. PR: MRS 104. Spring Semester.

110. Legal Aspects of Health Information **three hours**

This course is designed to instruct the student in the basic legal principles, release of confidential health information, court conduct, and association with legal authorities. PR: MRT 104. Spring Semester.

205. Classification Systems, Indexes, Registers **five hours**

This course is designed to emphasize the history and development of disease coding. The student will spend time learning the procedures of the various systems. Application of the current coding system will be emphasized. Indexing by manual method and computer are explained. Four hours lecture, two hours laboratory per week. PR: MRS 103, 104, 106, 107, and 110. Fall Semester.

206. Directed Practice III **three hours**

This course will afford the advanced student opportunity to code and index diseases and operations on medical records and to sharpen skills in numbering, assembling, analyzing, filing, retrieving, transcribing, statistical computations, and specialized registeries and studies. Twelve hours per week. PR: MRT 103, MRT 106. Taken concurrently with MRT 205. Fall Semester.

207. Health Information Supervision **five hours**

This course is designed to introduce management functions required to direct a medical record department: procedure development, methods analysis, job description, work standards, budgeting, layout, work flow, organizational charts, interdepartment relationships. Current standards of health care are presented: Joint Commission on Accreditation of Hospitals (JCAH) accreditation state licensure, quality assurance, utilization review, risk management. PR: MRS 205, 206. Spring Semester.

208. Directed Practice IV **three hours**

This is a concentrated three 40-hour week course in which the student will practice all skills acquired thus far in the two-year program under the supervision of a directed practice supervisor and the faculty clinical coordinator, including admission procedures; record assembly, analysis and maintenance; coding and indexing or abstracting; statistical reports, vital statistics reporting; release of information; microfilming, transcription; tumor registry; utilization review; audit/quality assurance; committee meetings and management skills. Forty hours per week. PR: MRT 103, 104, 106, 107, 108, 109, 110, 205, 206, and 207. Spring Semester.

209. Seminar **two hours**

The seminar will use various methods to integrate all content areas of medical records. Use of guest speakers will be expanded in this course to enable the student to gain better insight into specific areas of the work field. PR: All MRT classes. Spring Semester.

Music

(Division of Fine Arts)

Note: All applied courses (Music 103, 303, 107, 307, 141, 341, etc., including those marked with an asterisk):

a. Open to students with sufficient musical background to benefit from individual instruction in techniques of playing band and orchestral instruments. Acceptance of the student will be the prerogative of the instructor. See FSC Bulletin Music Supplement for applied requirements, recitals, and applied levels.
b. One hour credit applied music courses require one-half lesson per week plus daily practice of one hour.
c. Two-hour credit applied music courses required two one-half lessons per week or one hour lesson per week plus two hours daily practice.
d. Student desiring to take two hours for applied lessons must have the permission of their instructor. This permission is usually given only to music majors.

101. Concerts, Recitals, and Seminars **No Credit**

Pass or fail to be issued each semester. Scheduled campus concerts, seminars. Music majors and minors are required to attend 50 percent of these programs each semester enrolled in college, except when practice teaching.

103.* Organ I-IV; 303. Organ I-IV (last four semesters) **one-two hours**

The program of study will be fitted to the individual needs of the student. Acceptance of the student will be the prerogative of the instructor.

105. Piano Class I-II **one hour**

This course is designed for all students in beginning piano. This will be conducted as a class with each member being offered opportunity for participation. PR: For Piano Class II, Piano Class I.

107.* Piano I-IV; 307. Piano I-IV (last four semesters) **one-two hours**

See description under Music 103.

108. Beginning Theory (on demand) **two hours**

This course is designed for beginning music students who need additional background in theory.

109. Theory, Comprehensive **four hours**

This course is organized in five interacting streams of study to develop the skills necessary for the perception and understanding of music. These streams of study are comprised of formal and harmonic analysis, composition, ear training, keyboard harmony and singing. This study surveys the compositional techniques of the eighteenth and nineteenth centuries. A weekly lab of five minutes is required. Fall Semester.

110. Theory, Comprehensive **four hours**

A study designed to reinforce and expand concepts acquired in Theory 109, with emphasis in compositional study involving modulation and musical perception with and without score. Five minute laboratory. PR: 109. Spring Semester.

139. Voice Class I (first semester); 339. Voice Class (second semester) **one hour**

Course consists of a study of fundamentals of voice production: breathing, resonance, articulation, and style. Fall Semester.

141.* Voice I-IV; 341. Voice I-IV (last four semesters) **one-two hours**

Open to students who have sufficient musical background and vocal quality to merit individual instruction. The principles of proper vocal production are stressed with later emphasis upon solo repertoire in English, Italian, German, and French.

167. Collegiates I-IV; 367. Collegiates I-IV (last four semesters) **one hour**

A select touring choir. PR: Audition.

169. Band I-IV; 369. Band I-IV **one hour**

Open to all students who can play a band instrument. During the fall semester the band performs at all home football games. Spring semester students study and perform a wide variety of band literature.

170. Laboratory, Band and Orchestra **No Credit**

This course provides review experiences in conducting and playing instruments at the beginning and intermediate levels. Required of students enrolled in Music 211, 213, 215, 217, 411, 413, 415, and 417.

172. College-Community Symphony Orchestra I-IV; 372. College-Community Symphony Orchestra I-IV (last four semesters) **one hour**

Open to all students and members of the community who can play an orchestral instrument needed to keep a balanced organization. The course is designed to present the study and performance of orchestral literature appropriate to the playing ability of its members. Audition or admission at the discretion of the director.

173. Symphonic Choir I-IV; 373. Symphonic Choir I-IV (last four semesters) **one hour**

Open to all students. This course is designed to present a study of choral literature and administration through participation. PR: Tryout.

174. Men's Varsity Glee Club I-IV; 374. Men's Varsity Glee Club I-IV (last four semesters) **one hour**

A performance group open to all men of the college community. Literature selected from various styles, including pop, show tunes, folk and religious. Performances for college and community functions. Non-audition. (Not to be used for major performance participation credit in any music degree program.)

Individual Instruction in Band and Orchestral Instruments:

177.* Percussion I-IV; 377. Percussion I-IV (last four semesters) **one-two hours**

179. Saxophone I-IV; 379. Saxophone I-IV (last four semesters) **one-two hours**

181.*Flute I-IV; 381. Flute I-IV (last four semesters) **one-two hours**

183.* Clarinet I-IV; 383. Clarinet I-IV (last four semesters) **one-two hours**

185.* Oboe I-IV; 385. Oboe I-IV (last four semesters) **one-two hours**

187.* Bassoon I-IV; 387. Bassoon I-IV (last four semesters) **one-two hours**

189. Trumpet or Cornet I-IV; 389. Trumpet or Cornet I-IV (last four semesters) **one-two hours**

191.* Baritone Horn I-IV; 391. Baritone Horn I-IV (last four semesters) **one-two hours**

193.* French Horn I-IV; 393. French Horn I-IV (last four semesters) **one-two hours**

195.* Trombone I-IV; 395. Trombone I-IV (last four semesters) **one-two hours**

197.* Tuba I-IV; 397. Tuba I-IV (last four semesters) **one-two hours**

199. Special Topics in Music **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200.* Violin I-IV; 300. Violin I-IV (last four semesters) **one-two hours**

201.* Viola I-IV; 301. Viola I-IV (last four semesters) **one-two hours**

202.* Cello I-IV; 302. Cello I-IV (last four semesters) **one two-hours**

204.* Bass Violin I-IV; 304. Bass Violin I-IV (last four semesters) **one-two hours**

205. Music Appreciation **two hours**

A general music course in appreciation. Music composers of the classical, romantic and modern periods are discussed, and compositions of these composers are heard through recordings.

206. Music Appreciation for Majors **three hours**

The history and literature of music, with emphasis placed on listening to recordings of great music and the study of musical style and form of the leading composers of the Renaissance, baroque, Vienna classic, romantic, and modern periods, for the purpose of developing greater depth in the discrimination and appreciation of music. Recommended for students enrolled in a music teaching field, subject specialization, or major. May be substituted for Music 205. Not open to students with credit for Music 205, unless required for major or minor. Spring Semester.

207. Beginning Recorder **two hours**

An introduction to music through learning to play the recorder. Music goals include the acquisition of skills in note reading, rhythmic reading, solo and ensemble playing styles, using music by composers from medieval, Renaissance, baroque, classic, and contemporary style periods. Academic goals include the acquisition of knowledge about the historical periods of music and the relationship of music to other arts and to world events.

209. Theory, Comprehensive **four hours**

Continuation of Music 110 covering theoretical principles of the baroque and classical periods. Emphasis on contrapuntal forms and compositions of large formal structures. Five minutes laboratory each week. PR: 110. Fall Semester.

210. Theory, Comprehensive **four hours**

Continuation of Music 209 developing the skills necessary for the perception and understanding of music. Features theoretical principles of the romantic and twentieth centuries. Five minutes laboratory each week. PR: 209. Spring Semester.

211. String Class I; 411. String Class II **one hour**

This course is open to all students with sufficient background in music. A working knowledge of string instruments is attained through class instruction.

213. Brass Class I; 413. Brass Class II **one hour**

This course is open to all students with sufficient background in music. A working knowledge of brass instruments is attained through class instruction. Spring Semester.

215. Woodwind Class I; 415. Woodwind Class II **one hour**

This course is open to all students with sufficient background in music. A working knowledge of woodwind instruments is attained through class instruction. Fall Semester.

217. Percussion Class I; 417. Percussion Class II **one hour**

Open to all students with sufficient background in music. A working knowledge of percussion instruments is attained through class instruction. Spring Semester.

231. Elementary Music I (K-3) **three hours**

This course gives the student a background in music theory, terminology of music, rhythm, music reading, chord construction and use of the keyboard and classroom instruments needed by the classroom teacher. Methods activities and approaches of Orff, Kodaly, Manhattan Project, and others are emphasized for K-3. Two lecture hours and one laboratory hour per week. Required for all elementary teachers. Fall Semester.

232. Elementary Music II (4-8) **three hours**

This course is a continuation of Music 231 and includes methods and procedures for carrying out the program in the elementary grades 4-8. PR: 231. Spring Semester.

245. Fundamentals of Conducting **two hours**

This course is designed to acquaint the student with standard conducting techniques including a working knowledge of all standard beat patterns; the active gestures including legato, staccato and tenuto gestures as well as gestures of syncopation; the passive gestures; the analysis of various types of fermata and a thorough understanding of transposition. PR: 109. Spring Semester.

247. Stage Band **one hour**

This course is open to advanced instrumental students. It is designed to give students an opportunity to rehearse and perform big band jazz and jazz-rock literature under faculty direction. PR: Audition or admission at the discretion of the director.

249. Advanced Woodwind Ensemble I-IV; 449. Advanced Woodwind Ensemble I-IV **one hour**

Open to advanced woodwind students. Includes various Woodwind ensembles. (Last four semesters.) PR: Audition.

251. Instrumental Repair and Maintenance I **two hours**

A survey of the simple instrumental repair problems that are commonly encountered in a school music program. Practical repair experiences are included where appropriate. Offered on demand.

275. Advanced Brass Ensemble I-IV; 475. Advanced Brass Ensemble I-IV (last four semesters) **one hour**

Open to advanced instrumental students. Designed to give students an opportunity to participate in small ensembles. Groups meet on a regular weekly rehearsal schedule under faculty direction. PR: Audition or admission at the discretion of the director.

277. Chamber Choir I-IV; 477. Chamber Choir I-IV (last four semesters) **one hour**

Open to advanced vocal students. Designed to give students experience in small ensemble participation. Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.

279. Advanced Percussion Ensemble I-IV; 479. Advanced Percussion Ensemble I-IV (last four semesters) **one hour**

Open to advanced percussion students and students with percussion experience. Designed to give students experience in small ensemble participation: Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition.

309. Orchestration **two hours**

Basic instrumentation and arranging for band and orchestra. PR: 210. Fall Semester.

310. Counterpoint (on demand) **two hours**

A study of the style and technique involved in the writing of sixteenth century polyphonic music. PR: 210.

311. Form and Analysis (on demand) **two hours**

A study of form and the analysis of music as found in the literature from the seventeenth to the twentieth century. PR: 209.

312. Composition (on demand) **two hours**

This course is designed to teach, through the study of various types of music, a basic and accepted approach to creative composition. PR: 209.

313. Music History: Music Before 1750 **three hours**

The development of musical styles from the Medieval era through the death of J. S. Bach. PR: Music 209, 206 or permission of instructor. Fall Semester.

314. Music History: Music Since 1750 **three hours**

The development of musical styles from the close of the Baroque period up to the present day. PR: Music 209, 206 or permission of instructor. Spring Semester.

320. Techniques of Keyboard Accompanying **one hour**

A course designed to acquaint advanced students of piano and organ with the techniques involved in playing accompaniments for performing groups and soloists. Regularly scheduled laboratory experiences in playing accompaniments for vocal and instrumental soloists and ensembles will be provided. PR: Permission of instructor. Given on demand.

328. Elementary Music Methods and Material for Majors, K-6 **two hours**

Enables the student to communicate musical ideas through visual and oral approaches and to demonstrate a knowledge of the sources and ability to use quality materials, methods, and literature for comprehensive music program K-6. PR: 110, 139 and/or 141. Spring Semester.

347. Advanced Conducting **two hours**

This course is a continuation of the techniques studied in Music 245 (Fundamentals of Conducting) with an emphasis on refinement of the manual technique as well as basic analytical and marking techniques required for score preparation. PR: 245. Fall Semester.

376. Civilization—A Personal View **three hours**

An interdisciplinary course using Kenneth Clark's films depicting the cultural life of western man.

425. Marching Band Techniques **two hours**

This course is designed to explore the various components needed to direct a successful marching band program. Topics will include: philosophies, administration, basic marching techniques, show design, accurate charting, music selection, auxiliary units, uniforms, and rehearsal techniques. Fall Semester.

429. Instrumental Methods, Materials and Administration **two hours**

Advanced and practical application instrumental conducting techniques, methods, administration and materials used in teaching instrumental music in the secondary schools. PR: 209 and 245. Fall Semester.

430. Choral Methods, Materials, and Administration **two hours**

Advanced and practical application of choral conducting techniques, methods, administration, materials used in teaching choral music in the secondary schools. PR: 209 and 245. Spring Semester.

431. Methods and Materials in Teaching Music, 7-12 **two hours**

Techniques, methods and materials used in teaching and administering general music classes and high school music major classes. To be taken during the Initial Performance Practicum. Fall Semester.

432. Choral Workshop (on demand) **two hours**

Offered to upgrade choral instructor's teaching techniques and administration. Includes experiences in conducting choral groups, interpretation, participating in choral rehearsals and performances, and the study of problems related to choral teaching and administration.

433. Instrumental Workshop (on demand) **two hours**

Offered to upgrade instrumental teaching techniques and adminstration of instructors. Includes experiences in conducting instrumental groups, interpretation, participating in instrumental rehearsals and performances, and the study of problems related to instrumental teaching and administration.

434. Composition Workshop (on demand) **two hours**

Study of the composition of choral and instrumental works. Experience of hearing works performed by live groups provided.

435. Music Production Workshop **one-three hours**

A laboratory experience in music theater. Course culminates in a public presentation of opera or musical comedy. PR: Consent of instructor.

437. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

438. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

439. Area Studies in Music Literature I-III **one-three hours**

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

440. Senior Recital **one hour**

(See FSC Music Bulletin Supplement). All music majors are required to present a senior recital or its equivalent before the faculty jury or public.

442. and 443. Theory Workshop (on demand) **two-three hours**

Identification of suitable materials for the teaching of theory in the high schools as well as methodology and pedagogical procedures for theory instruction. May be repeated for additional credit—maximum 6 hours.

444. and 445. Elementary Workshop (on demand) **two-three hours**

Identification of suitable materials for the teaching of elementary music as well as new and innovative methodology. May be repeated for additional credit—maximum 6 hours.

Nursing

(Division of Health Careers)

Nursing 101. Fundamentals of Nursing **seven hours**

This course is designed to introduce the beginning student to the nursing process and to its application in clinical practice. The lecture portion presents those concepts basic to the practice of nursing. The laboratory experiences involve the student in the application of skills related to basic needs and life processes. PR: Admission to the nursing program. Taken concurrently with Biology 170, Home Economics 110, and Allied Health 106. (4 hours class, 6 hours lab.) Fall Semester.

Nursing 103. Medical-Surgical Nursing **ten hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process to assist individuals to promote and attain health. Emphasis is placed on the following life processes: protective function, metabolism, elimination and oxygenation. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for hospitalized patients will enable the student to develop understanding and to acquire skills related to the theory content and the student's individual needs. The student is expected to integrate and use knowledge and skills required in prerequisite courses. (4 hours class, 10 hours lab.) PR: Nursing 101, Home Economics 110, Biology 170, Allied Health 106, Biology 205 concurrently. Spring Semester.

Nursing 120. Psychiatric Nursing **six hours**

This course is a study of the concepts of mental health and common problems of mental illness as they affect the individual. Selected laboratory experiences enable the student to see the nursing process to meet the needs of hospitalized patients having a functional disorder. This course stresses self-awareness, improving therapeutic communication skills, and establishing interpersonal relationships. Topics also include common maladaptive behavioral patterns, current therapies and community mental health resources. The life processes of protective functions, psychosocial environment, and developmental concepts are addressed as they apply throughout the course. This is a 5-week course offered in the summer. (9 hours class, 12 hours lab.) PR: Nursing 103, Psychology 101. Summer.

Nursing 199. Special Topics in Nursing **one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

Nursing 202. Medical-Surgical Nursing **ten hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process in assisting individuals and families to promote and attain health. Emphasis is placed on the following life processes: oxygenation, sensori-motor and developmental. The other life processes are considered as they apply throughout the course. Selected laboratory experiences caring for hospitalized patients and individuals in community agencies will enable the student to acquire knowledge and skill related to content being studied and the student's individual needs. (4 hours class, 10 hours lab.) PR: Nursing 103, Nursing 120 and an overall "C" average in nursing courses. Fall Semester.

Nursing 204. Trends in Nursing **two hours**

Trends in Nursing is a course designed to promote an understanding of the major trends and problems affecting nursing: historical, political, social, economic, legal, educational, professional and personal. Current issues and career opportunities also will be discussed. Emphasis will be placed on Legal Rights and Responsibilities and Leadership Development. PR: Nursing 120. Fall Semester.

Nursing 205. Maternity Nursing **five hours**

Maternity nursing is an introduction to the physiological, psychological, social changes related to the nursing process as it affects both the childbearing mother and the family unit. Emphasis is placed on the normal life processes with comparison to the abnormal. Antepartal and postpartal experiences include observation in local clinics. Experiences in labor and delivery, immediate postpartal and neonatal care is provided in a hospital setting. Eight weeks. (4 hours class, 10 hours lab.) PR: Nursing 202. Spring Semester.

Nursing 206. Nursing of Children **five hours**

This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the life processes of childhood. Health problems, disorders, and illnesses of children in each stage of development from infancy through adolescence are considered. A family centered approach to child care, utilizing the nursing process, is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. (4 hours class, 10 hours lab.) PR: Nursing 202. Spring Semester.

Philosophy

(Division of Social Science)

199. Special Topics in Philosophy **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the in-

structor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Philosophy **three hours**

A survey of the principal problems arising out of man's attempts to organize his experience and direct his existence.

250. Great Philosophers **three hours**

A survey of the historical development of philosophical thought from ancient Greece to the twentieth century.

300. Introduction to Logic and Philosophical Analysis **three hours**

Problems and techniques of systematic thinking about philosophical ideas. Subjects include: epistemological theory, basic techniques of inductive and deductive reasoning, the nature and use of definitions, the identification of fallacies, and the effective use of factual, hypothetical, and theoretical statements.

325. Thinking About Values **three hours**

A study and evaluation of classical and contemporary theories of what constitutes right and wrong, good and bad, inhuman conduct, with emphasis on the implications of these theories for resolving contemporary moral problems.

350. Comparative Religion **three hours**

Description and analysis of the philosophical systems underlying the major religions of the world.

375. Philosophy of History **three hours**

(Credit in either philosophy or European history.) A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience.

400. Seminar **three hours**

Research and reading for advanced students.

Physical Education

(Division of Health, Physical Education, Recreation and Safety)

100. Basic Physical Education **one hour**

Analysis and application of the rules, boundaries, strategies and psychomotor skills characteristic of a variety of sport forms are examined. The course is offered in eight-week sessions.

101. Basic Physiological Conditioning-Health **one hour**

Analysis, application and integration of basic physical conditioning and health concepts are studied. The course is offered in eight-week sessions.

102. Weight Training-Lifting **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of weight training-lifting are studied. This course is offered in eight-week sessions.

110. Archery **one hour**

The analysis and application of the rules, psychomotor skills, and safety aspects of the lifetime sport of archery are studied. This course is offered in eight-week sessions.

112. Badminton **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of badminton are studied. This course is offered in eight-week sessions.

114. Bowling **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of bowling are studied. This course is offered in eight-week sessions.

116. Casting and Angling **one hour**

The analysis and application of the psychomotor skills and the safety aspects of the individual sport of casting and angling are studied. This course is offered in eight-week sessions.

120. Basketball (Beginning) **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of basketball are studied. This course is offered in eight-week sessions.

121. Introductory Seminar in Educational Sport **two hours**

Knowledge, skills, values, and trends characteristic of sport and current professional endeavors are surveyed.

124. Volleyball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of volleyball are studied. This course is offered in eight-week sessions.

126. Tennis (Beginning) **one hour**

The student will be introduced to basic skills, rules, boundaries, game situations, and team play.

130. Flag Football **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of flag football are studied. This course is offered in eight-week sessions.

140. Golf **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of golf are studied. This course is offered in eight-week sessions.

142. Handball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of handball are studied. This course is offered in eight-week sessions.

144. Racquetball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of racquetball are studied. This course is offered in eight-week sessions.

150. Gymnastics-Apparatus **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-apparatus are studied. This course is offered in eight-week sessions.

152. Gymnastics-Tumbling **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-tumbling are studied. This course is offered in eight-week sessions.

160. Soccer **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of soccer are studied. This course is offered in eight-week sessions.

162. Softball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of softball are studied. This course is offered in eight-week sessions.

164. Speedball **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of speedball are studied. This course is offered in eight-week sessions.

170. Wrestling **one hour**

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of wrestling are studied. This course is offered in eight-week sessions.

199. Special Topics in Physical Education **one-twelve hours**

Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

211. Anatomy and Physiology **four hours**

The basic knowledge of the structure and functions of the human body and the changes that occur during physical activity and sport are studied. PR: Biology 101-102.

212. Physiology of Exercise **three hours**

The knowledge of basic physiological adaptations that accompany physical activity and sport is investigated. PR: Physical Education 211.

222. Foundation of Education Sport **two hours**

Historical, physiological, psychological and sociological aspects of sport and physical activity are explored. PR: Physical Education 121.

223. Evaluation of Instruction in Sport **three hours**

The evaluative process pertinent to the instruction of sport activities are studied. Further emphasis is placed on the formation of objectives, construction, and selection of tests, computation of statistical scores, and appraisal of total program effectiveness. PR: Physical Education 222.

231. Early Psychomotor Activities **two hours**

The analysis and application of the psychomotor skills and patterns characteristic of sport lead-up games and the dance are examined. PR: Physical Education 121.

232. Basic Aquatics **two hours**

The knowledge and skills necessary to become proficient and safe in or on the water are introduced. PR: Physical Education 121. (Does not apply to Recreation Minor.)

233. Advanced Aquatics-Lifesaving **two hours**

Basic and advanced swimming strokes are examined with an emphasis on achieving proficiency in lifesaving techniques. PR: Physical Education 211 or Consent of instructor. (Does not apply to Recreation Minor.)

234. Individual and Dual Sports **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: badminton, tennis, racquetball, track, running, strength training, fishing and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

235. Team Sports—Men's Regulations **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: football, soccer, baseball, volleyball, speedball, and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

236. Team Sports—Women's Regulations **two hours**

Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: basketball, speedball, volleyball, softball, flag football, field hockey, soccer and others. PR: Physical Education 231. (Does not apply to Recreation Minor.)

237. Gymnastics—Men's Regulations **two hours**

Knowledge and skills specific to the men's gymnastic events of floor exercise, still rings, vaulting, pommel horse and parallel bars are introduced.

238. Gymnastics/Modern Dance—Women's Regulations **two hours**

Knowledge and skills specific to the women's gymnastic events of floor exercise, vaulting, uneven bars and balance beam are introduced. Practical experience is presented in the area of axial, locomotor, and composition techniques of modern dance.

245. Gymnastics **two hours**

Knowledge and skills specific to the competitive events of: floor exercise, vaulting, parallel bars, rings, balance beam, side horse, high bar, and trampoline are introduced.

313. Mechanical Analysis of Sport **three hours**

Basic knowledge of the laws and principles of mechanics employed in physical activities and sport is examined. PR: Physical Education 211.

318. Sport Social Psychology **three hours**

Knowledge related to the social and psychological aspects of physical activity and sport is studied. PR: Sociology 110, Psychology 101, Physical Education 222.

324. Educational Sport **three hours**

Philosophical, development and organizational factors essential for the modification of sport as an education medium are examined. PR: Physical Education 222 and 223.

325. Psychomotor Analysis Lab **three hours**

Application and analysis of teaching models and evaluation techniques to a sport environment in order to facilitate affective, cognitive, social, and psychomotor learning outcomes are examined. Practical teaching experience in the psychomotor domain is provided. PR: Physical Education 231 and 324.

326. Early Psychomotor Development **two hours**

An analysis of the growth, development, and maturation of cognitive, psychomotor, affective and social sport behaviors of children is taught. Activities pertinent to early childhood experiences are explored.

339. Teaching of Gymnastics **three hours**

The student will be introduced to the knowledge and skills specific to the gymnastic events of floor exercise, vaulting, parallel and uneven parallel bars, balance beam, still rings, side horse, high bar, and trampoline.

341. Adapted Physical Education **three hours**

Contemporary methods and techniques related to the instruction of the adapted and special physical education programs are studied. PR: Physical Education 211, 212, 313.

342. Field Experience in Adapted Physical Education **two-four hours**

Field experience in working with institutions and organizations which provide services to the handicapped is provided. Variable credit is dependent upon the nature and duration of the field experience. PR: Physical Education 341.

353. Field Experience in Sport Coaching **two-four hours**

Field experience will be provided to involve the student as an intern coach in either an intercollegiate or interscholastic sport program. PR: Physical Education 351 and 352.

354. Sports Officiating **two hours**

This course involves the technical and theoretical aspects of sport officiating. The first semester course will emphasize men's regulations common to the sport; the second semester will emphasize women's regulations common to the sport. Men and/or women may enroll. PR: Consent of instructor.

355. Scientific Foundations of Sport Coaching **four hours**

The student will examine basic human physiological adaptations that occur during participation in sport activities. Basic mechanical laws and principles and their application to the performance of sport activities will be examined.

356. Administration and Coaching of Sport **three hours**

Basic psychological, philosophical, and technical knowledge and their relationship to the coaching of sport activities will be studied. Further emphasis will be given to the principles and practices that are required in the planning, organization and administration of sport programs.

357. Medical-Legal Aspects of Sport Coaching **two hours**

Anatomical and physiological concepts related to the prevention and care of physical trauma which occur in sport activities are studied. Legal aspects of injury prevention and care as they are related to the sport programs are examined.

358. Techniques of Sport Coaching **six hours**

Sport skill techniques in combination with the theoretical aspect of sport coaching are presented. A field experience in sport coaching will be provided through an internship in two selected intercollegiate or interscholastic sports programs.

365. Activities in Outdoor Education **one-three hours**

Experience in outdoor education including backpacking, canoe-camping, rock climbing, and other activities is provided. Each weekend will be spent at a different location to develop a variety of outdoor educational skills.

366. Field Experience in Outdoor Education **one-three hours**

Extended outdoor educational experiences including Appalachian Trail, river canoe-camping trips, and others are provided. The course will be offered for variable credit which will vary according to the length of the experience. PR: Physical Education 365.

371. Principles of Athletic Training **three hours**

Basic competencies related to the controlling and managing of sport-related injuries, including presentations of prevention and treatment of these injuries are studied. PR: Physical Education 211 and 212.

372. Field Experience in Athletic Training **two-four hours**

Experiences in athletic training procedures and techniques with college and secondary school athletic teams are provided. Variable credit is dependent upon the nature and duration of the internship. PR: Physical Education 371.

381. Water Safety Instructors **two hours**

The student will study the methods of instruction in lifesaving and water safety. Satisfactory completion of the course qualifies the student for the American Red Cross Instructor's Certificate for teaching senior lifesaving.

382. Springboard Diving and Aquatic Games **two hours**

Application and interpretation of the principles required to execute basic dives in each of the five positions are taught. Skills will be taught involving several aquatic games such as water polo, water basketball, and others.

431. Methods and Materials in Teaching Physical Education **two hours**

This course is a study and discussion of methods and curriculum of teaching physical education. Materials and techniques appropriate for all grade levels are examined.

450. Advanced Sport **one hour**

This course is opened only to students with sufficient background in the techniques and methods of an indicated sport. Credit is not to be awarded until the student has attained junior standing and can be received only once during a student's academic career. This course cannot be used to fulfill the requirements in any degree program. (Elective credit only.)

Physical Science

(Division of Science and Mathematics)

Physical Science is offered as a fulfillment of the General Education requirement and as an integral part of various science-oriented teaching fields.

100. Scientific Methodology **two hours**

One 1-hour lecture and one 2-hour laboratory per week. This course is a laboratory oriented course designed to emphasize the methods and processes which permeate all scientific disciplines. Students will be exposed to experiences in a variety of areas of the physical sciences. This course is required for all Secondary Education Majors seeking to fulfill their General Studies Science requirements by taking six hours of Physical Science.

101. Astronomy **two hours**

A descriptive survey of the planet earth, the solar system, and the universe. Some of

the latest findings and theories about our universe are presented. Students cannot receiv credit for this course if they already have earned credit for Physics 202, Astronomy.

102. Chemistry **two hour**

The study of the basic principles and concepts of chemistry. A study of the everyda applications of chemistry are made throughout the course. Students cannot receive credi for this course if they already have earned credit for Chemistry 101 or 102 or 103 or 105 o 106.

103. Geology **two hour**

The study of the materials of the earth's crust and the geological processes in and o the earth. A study is also made of the evolutionary processes of the earth. Students canno receive credit for this course if they already have earned credit for Geology 101 or 102

104. Physics **two hour**

A general survey course for the non-science major. Emphasis is placed on basi physics principles and their everyday applications rather than on mathematical problen solving. Students cannot receive credit for this course if they already have earned credi for Physics 101 or 102.

105. History of Physical Science **two hour**

The study of the development of the physical sciences through the twentieth century The major scientific revolutions within the physical sciences and their structure is in vestigated.

199. Special Topics in Physical Science **one-twelve hour**

Studies in special selected topics. The topic to be studied will be determined by the in structor and approved by the division head. Credits earned will be applicable as free elec tives in degree and certificate programs.

201. General Physical Science **three hour**

Two hours of lecture and one two-hour laboratory assignment. This course is de signed to provide elementary education majors with basic concepts in astronomy an physics. *For Elementary Education majors only.*

202. General Physical Science **three hour**

Two hours of lecture and one two-hour laboratory assignment. This course is de signed to provide the elementary education majors with the basic concepts of chemistr and geology. *For Elementary Education majors only.*

412. Science in the Elementary School **two hour**

This course is designed as a study of modern practices and techniques in the teachin of science. Students are to be guided in developing instructional units in such areas as th earth and its atmosphere, conservation, living things (plants and animals), energy change (machines, light, sound, electricity, and magnetism) and outer space. PR: Biol. 101, 10 and 6-8 hours in the physical sciences. This course should be taken the semester prior t the I.P.P.

431. Methods and Materials in Teaching Science **two hour**

The course is designed for students preparing to teach science at the secondary schoc level. Students will investigate the nature of science and science teaching, develop instruc tional units, become familiar with science curriculum projects, and study the specia instructional procedures related to science teaching. Offered only second semester of eac year.

Physics

(Division of Science and Mathematics)

101. Introduction to Physics **four hour**

A three-hour laboratory period each week supplements the three lecture-recitatio periods. Elementary principles of mechanics, sound, and heat are studied in this course

PR: One year of high school physics or one year of high school trigonometry; or Math 101-102, or Math 112 or 115.

102. Introduction to Physics **four hours**

A continuation of Physics 101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: Physics 101.

199. Special Topics in Physics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Demonstrations in Physics **two hours**

Effective use of everyday materials to illustrate physical phenomena, experience with a variety of lecture equipment, and practice in planning and executing demonstrations describe the nature of this course. It is designed to serve teachers in both the elementary and secondary schools. PR: Consent of the instructor is sufficient, but a course in one of the physical sciences is highly recommended.

202. Astronomy **three hours**

A study of the physical properties of the solar system, stars, and galaxies, including the concepts of motion, space and time. Occasional night sessions. PR: Recommended: Physics 101.

310. Electricity and Electronics **four hours**

A review of elementary direct and alternating current theory and transient responses of electrical components. Basic theory of vacuum tubes, semiconductors, amplifier principles, and logic circuits is introduced. Two hours of laboratory and three hours of lecture each week is required. PR: Physics 101, 102.

320. Mechanics **three hours**

This course deals with vectors and simple vector coordinate systems, kinematics and dynamics of particle and rigid body motion, centroids and moments of inertia, conservation theorems, and scalar fields. This course also includes elementary hydrostatics, hydrodynamics, thermodynamics, and wave motion. PR: Physics 101, 102; Math 116, or consent of instructor.

321. Mechanics **three hours**

A continuation of 320.

340. Special Problems **two hours**

Individual studies by advanced students of problems of special interest in the field of physics. PR: Physics 101, 102; Math 116.

350. Mathematical Methods of Physics **three hours**

This course deals with the applications of vectors, vector algebra, vector analysis, differential calculus, integral calculus, and differential equations to problems in physics and related scientific fields. PR: Physics 101, 102; Math 115; or consent of instructor.

420. Introduction to Modern Physics **three hours**

A study of elementary relativity theory, particle-wave description of matter, electromagnetic radiation, Schrodinger wave equation with applications to atomic and nuclear physics. PR: Physics 101, 102; Math 116.

421. Introduction to Modern Physics **three hours**

A continuation of Physics 420.

Political Science

(Division of Social Science)

103. American Government **three hours**

A survey of the American political system dealing with the form and function of the American federal system.

199. Special Topics in Political Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Political Science **three hours**

A study of the fundamentals of politics and key issues; the concept of the state and its agent, government; types of political authority; the scope of governmental activities; the problem of world order.

201. Principles of International Relations **three hours**

A study designed to acquaint the student with the theory and practice of international relations.

203. Comparative Government **three hours**

A survey designed to give a broad general acquaintance with the political institutions and government practices of certain nations.

204. Introduction to Public Administration **three hours**

An introductory study of the origins, structures, and processes of government administration.

205. State and Local Government **three hours**

A study of the structure and function of American state and local governments.

206. Public Planning in Appalachia **three hours**

A study of federal-state relations, regional planning and development administration in West Virginia, the Appalachian Regional Commission, public program analysis and evaluation, and images and realities of public planning in West Virginia.

207. Public Budgeting and Government Finance **three hours**

A course analyzing the political, economic, and social aspects of budgeting with particular emphasis on the interrelatedness of each in West Virginia state and local government.

209. Special Topics **three hours**

A course allowing for an issue-oriented study of some germane matter in public administration that involves an extensive commitment to a single issue or policy area over the course of the semester.

240. Nonparametric Statistics **three hours**

Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include nonparametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the Sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)

301. Comparative Public Administration **three hours**

Utilizing the techniques of comparative analysis, this course explores the theory and practice of public administration in various cultures and political systems; attention is centered on the practices of administration in American national, state, and local governmental settings.

303. Political Parties **three hours**

A study of the origins, growth, and development of the American political parties. PR: 103.

304. American Constitutional Government and Law **three hours**

A study of the development, interpretation and application of basic principles of constitutional law in the United States. The course will be concerned with the definition, extents, and limitations of governmental powers and rights of Americans. PR: 103.

305. American Political Theory **three hours**

A study of the political literature which has given expression to the ideas of individual liberty enjoyed by American citizens.

306. The American Presidency **three hours**

This course will introduce the student to the institution of the American presidency and will also be a comprehensive survey of the presidency. An attempt will be made to examine several aspects of the office and to expose the student to a variety of views about the presidency.

308. Public Personnel Administration **three hours**

An examination of public personnel administration with emphasis on such matters as the merit system, the historical development of the public service, staffing, training, classification, the rights and obligations of public employees, and the human relations aspects of public management.

310. Recent Political Theory **three hours**

An analysis of the development and theoretical foundations of three major ideologies of the nineteenth and twentieth centuries: Communism, Fascism, and Democracy.

321. U.S. Foreign Policy **three hours**

A study of U.S. foreign policy formulation and of policies by areas and functions. PR: 103.

350. International Law and Organization **three hours**

A study of the structure and functions of international institutions and legal processes involved in the effort to maintain peace and security in the world.

360. Government and Politics of the Far East **three hours**

A study of political systems and developments in the countries of Communist and Nationalist China, South and North Korea, and Japan, with emphasis on Communist China, including such relevant aspects as the historical foundation, the economic problems, and the foreign policy of the state.

393. The Future of Man **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice.

404. Civil Liberties in the U.S. **three hours**

A study of the nature and substance of civil liberties in the United States. The philosophy underlying the Bill of Rights will be analyzed and the development of each of the great freedoms protected therein, such as free speech, free press, and free religion among others, will be described and discussed. Particular attention will be given to how the Supreme Court has interpreted and applied the guarantees contained within the Bill of Rights in specific instances. PR: Political Science 103.

406. International Problems **three hours**

The foreign policies of the nations and the machinery established and functioning for the peaceful adjustments of international differences.

410. Problems in American Government **three hours**

A study of current problems affecting the structure and function of American national government. PR: Consent of instructor.

411, 412, 413. Area Studies **three hours**

Studies of selected areas or regions of the world conducted on an interdisciplinary basis. The area selected and the time span studied will be determined by the instructor. PR: Consent of instructor if offered as an arranged class; no prerequisite required if class meets regularly.

450. Practicum **three-twelve hours**

A work internship in government or political agencies designed to give students pertinent experience in a particular field of political science.

470. Seminar in Political Science **three hours**

A survey of recent developments in the practice and theory of politics with an emphasis on independent study. PR: Consent of instructor.

Military Science

Military Science courses are counted in total graduation hours but not in Social Science major and minor fields.

105. Military Science I Part A **two hours**

This course will cover the organization and development of the United States Army and ROTC. General military subjects will include first aid, map reading and United States Army equipment. A uniform is not required. PR: Freshman and sophomore only except by permission of the instructor.

106. Military Science I Part B **two hours**

The discussion will involve the role of the United States in world events, policies and traditions in peace and war. General military subjects will include further study of first aid and map reading. Students optional personal enrichment subjects will include rappelling and visits to army installations. A uniform is not required. PR: Freshmen and sophomores only.

107. Military Science II Part A **two hours**

This course involves an introduction of basic leadership and management with emphasis on the fundamental concepts and skills required of today's citizen-soldier. A uniform is not required. PR: Freshmen and sophomores only.

108. Military Science II Part B **two hours**

Continued instruction is provided in fundamentals of leadership and management, with emphasis on the military application of these fundamentals. An introduction will be given to small-unit tactics and organizations. A uniform is not required. PR: Freshmen and sophomores only.

211. Military Science III Part A **three hours**

Examines the requirements for military training and the psychological and technical aspects of effective instruction. Additionally, the military career system and the occupational specialties options available are reviewed. PR: Prior military service, or basic training, or MSI & II class completion, or Basic ROTC Summer Camp attendance and consent of instructor.

212. Military Science III Part B **three hours**

Race relations/drug abuse seminars are conducted to familiarize students with the leadership techniques involved in coping with these social problems. Additionally, practical training is conducted in squad and platoon-level tactics. The course is designed to prepare the student for Advanced Camp. PR: 211 or consent of instructor.

213. Military Science IV Part A **three hours**

Stresses the responsibilities of an officer and affords leadership experience through performance as a cadet leader. Military staff procedures, military law, and tactical military operations, which prepare the student for future service, are studied. PR: 211 and 212.

214. Military Science IV Part B **three hours**

Advanced leadership techniques, behavior patterns, and personnel management problems are discussed in seminars. The military role in United States foreign policy military history and world affairs is examined. PR: 211, 212, and 213.

Psychology

(Division of Social Science)

General Program

101. Introduction to Psychology I **three hours**

Topics include: Psychology as a science, statistics, learning, motivation, emotion, personality, and developmental psychology.

102. Introduction to Psychology II **three hours**

Topics include: physiology, sensation, perception, social, behavior pathology, cognitive processes, industrial, community, testing, and psychology as a profession. PR: Psychology 101.

199. Special Topics in Psychology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

210. Personal Adjustment **three hours**

A basic course in the analysis of human behavior. Special emphasis is given to the mechanisms of adjustment and the development of healthy individual adjustment modes. PR: Psychology 101.

220. History of Psychology **three hours**

Traces the development of the science of psychology from its origins in philosophy, physiology, and medicine, to the modern era. PR: Psychology 101.

230. Social Psychology (Same as Sociology 230) **three hours**

A study of how man affects and is affected by other men. Topics include: Social psychological foundations of person perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: Psychology 101.

240. Statistics **four hours**

Elementary statistical description and analysis as employed particularly in the behavioral sciences. Three hours lecture, one hour laboratory per week. PR: Psychology 101.

250. Community Psychology **three hours**

Lectures, discussion, readings, and field-observation designed to acquaint the student with the philosophy, technique, and theory of community mental health. PR: Psychology 101.

260. Industrial and Personnel Psychology **three hours**

Psychological concepts and methods as applied to personnel management, human-factors engineering; employee selection, motivation, training, productivity, consumer psychology, and human relations. PR: Psychology 101.

300. Abnormal **three hours**

A survey of the antecedents, diagnosis, treatment, and prevention, of various maladjustments and personality disturbances. PR: Psychology 101, 210.

310. Experimental **three hours**

An introduction to the procedures of experimental research, design, and evaluation, using principally laboratory techniques. Two hours lecture, two hours laboratory weekly. PR: Psychology 101, 240.

320. Sensation and Perception **three hours**

An examination of the classical concepts in sensation and perception and of the resulting psycho-physical data for each of the major senses with an emphasis on vision and audition. Psychology and modern perceptual formulations are discussed through the analysis of empirical data. PR: Psychology 101, 102.

330. Developmental **three hours**

A longitudinal study of behavior change and development through the life-span of the human. Phases include prenatal to old age. Cross culture comparisons are made where possible. This course may not be substituted for or by Education 302 or 303 and Home Economics 330. PR: Psychology 101, 102.

340. Operant Techniques and Applications **three hours**

A detailed study of operant techniques and methodologies from the experimental laboratory to the community at large. Emphasis is placed on the development of skills in the observation, manipulation, and evaluation, of various behavior control techniques in the light of ethical concerns. PR: Psychology 101, 102, or concent of instructor.

350. Physiological **three hours**

Basic development, structure, and function of the central nervous system, autonomic nervous system, and endocrine system. The emphasis is upon the relation between physiological functioning and the behavior of the normal, intact, whole organism. PR: Psychology 101, 102 or consent of instructor.

360. Human Learning **three hours**

The study of the influences on and the processes of thinking, memory, perception, cognition, and verbal behavior, are emphasized. PR: Psychology 101, or consent of instructor.

370. Theories of Learning **three hours**

A study of the experimental procedures, data, and concepts, dealing with changes in behavior usually defined as learning. The emphasis is on a detailed analysis of various theories of learning and contemporary approaches. PR: Psychology 101, 102.

390. Foundations of Psychology **three hours**

A detailed study of the methodological and philosophical issues involved in the analysis of behavior. Such topics as operationalism, formalism, reductionism, logical analysis and the nature of data in the behavioral sciences are introduced and related to research in the various areas of psychological interest. The objectives are to provide insight into the nature of scientific research, to foster the ability to construct empirical hypotheses, to develop facility in designing experimental tests of hypotheses, to promote effective reading and evaluation of psychological journals, and to encourage writing and speaking about theory and experimentation. PR: Psychology 101.

393. The Future of Man **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice.

400. Psychological Assessment **three hours**

General theory of measurement as involved in various areas of psychology such as psychological tests, attitude scales, psychophysics, and qualified behavior theory. PR: Psychology 240 or consent of instructor.

410. Theories of Personality **three hours**

Critical consideration of the major theories of personality, including Freudian, neo-Freudian, learning and trait theories. The basis of personality theory development will also be emphasized. PR: Psychology 101, 102.

420. Comparative-Ethological Psychology **three hours**

A study and comparison of the methods and major theories in ethology and psychology as related to the behavior of species at different phylogentic levels. Through lectures, laboratory, and field observations, topics covered are behavior as related to species, speciation and evolution; imprinting, learning, the place of animal experimentation in psychology, and aspects related to population and ecology. PR: Psychology 101, 102 or consent of instructor.

460. Seminar **three hours**

The discussion of specific research topics as reported in the contemporary psychological literature and decided upon by the faculty instructor. Rotated among faculty each semester. Results from individual research projects are an object of this course. PR: Consent of instructor. May be repeated once.

480. Directed Studies **variable credit**
one, two, three hours

Intensive study and reading of a topic selected by the student and instructor. Requirements and hours credit decided *before* registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

490. Directed Research **variable credit**
one, two, three hours

Opportunity for work on individual library or experimental projects. Requirements, including a thesis, and hours credit decided *before* registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

Industrial-Personnel Program

481. Industrial Psychology, Methods I **three hours**

Skills and understanding are developed in the areas of job analysis, performance appraisal, training, motivation, attitudes, job satisfaction, productivity, and consumer psychology. Some field work required. PR: 101, 102, 230, 240, 260, 310, 360, or consent of instructor.

483. Industrial Psychology Methods II **three hours**

Skills and understanding are developed in the areas of: leadership, supervision, communication, organizational behavior, accidents and safety, fatigue, monotony, working conditions, and engineering psychology. Some field work required. PR: 481 or consent of instructor.

485. Advanced Psychometrics **three hours**

Topics concerned with personnel selection and placement, as well as a more advanced treatment of reliability and validity. Skills in these areas are developed. PR: 400 and consent of instructor.

487. Practicum I **three hours**

489. Practicum II **three hours**

These Practica afford an application of knowledge and techniques developed within the Industrial-Personnel Program. Students work under supervision in participating businesses, industries, and institutions. The remaining time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Industrial-Personnel Program and consent of instructor.

Community Service Program

491. Psychopathology of Childhood and Adolescence **three hours**

Problems of etiology, diagnosis and treatment of maladjustment in childhood and adolescence. Problems like drug addiction, juvenile delinquency are analyzed and discussed. PR: Psychology 300, 330, or consent of instructor.

493. The Psychology of Aging **three hours**

A study of problems facing the aging. The psychological, social, and physiological aspects of aging and methods of treatment are analyzed and discussed. PR: Psychology 330, or consent of instructor.

494. Interpersonal Dynamics **three hours**

The main objective of the course is to develop techniques and basic skills required for effective operation in a psychological setting, which include: interviewing, role-playing, and facilitating dyadic and small "dynamics centered" group interaction. Further, these diagnostic and therapeutic methods are experienced and discussed in terms of various psychological theories of communication. PR: Speech Communication 100, courses in Community Service or Industrial-Personnel, and consent of instructor.

495. The Psychology of Delinquency **three hours**

Factors in the etiology of the delinquent in the modern society with special emphasis on the urban scene. Personality and emotional problems associated with delinquency, and problems of treatment. Students visit persons and institutions serving juvenile delinquents. PR: 300, 330, or consent of instructor.

497. Clinical Practicum I **three hours**

498. Clinical Practicum II **three hours**

An application of knowledge and techniques developed within the psychology program. Students work under supervision in assigned agencies or institutions. Other practicum assignments are made as available. The remainder of time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Community Service Program and consent of instructor.

Recreation

(Division of Health, Physical Education, Recreation, and Safety)

141. Introduction to Recreation **three hours**

The historical and philosophical foundations of leisure and recreation are introduced. Knowledge needed to develop concepts concerning recreation, the socio-economic movement affecting the growth and development of recreation, the economic services and the various areas of facilities used in recreation will be investigated.

142. Social Recreation **three hours**

This course is designed to present material and information necessary to adequately conduct social recreation in clubs, churches, camps, playgrounds, and recreation centers. Students will be involved with planning, programming, and conducting social recreational activities.

143. Outdoor Recreation **three hours**

The history and development of outdoor recreation, conservation and organized camping are examined. Opportunities are provided to learn camp craft and leadership skills and techniques through field trips and outings.

144. Group Leadership **three hours**

Information concerning human dynamics, leadership abilities, and the identification of group types is presented. Students will obtain practical knowledge of group situations and the principles necessary for effective leadership. Opportunities for observation of recreation leaders will be provided. PR: Recreation 141.

145. Program Planning and Organization **three hours**

The underlying principles for effective recreation planning are presented. Attention is given to the variety of programs associated with recreation and the interests of the participants. Information is presented concerning methods of planning, organization, leadership, facilities and equipment. PR: Recreation 141.

146. Folk and Square Dance **two hours**

The history and development of folk and square dancing are surveyed. The student will learn the necessary skills for participation and teaching a wide variety of dances. Appropriate dance activities within various recreational settings will be investigated.

153. Seminar in Outdoor Recreation **two hours**

An advanced experience in the organization and presentation of various outdoor programs is provided. Participation includes a number of weekend and extended outdoor experiences plus field studies in area outdoor facilities. PR: Recreation 143.

154. Recreation Field Work I **two hours**

The student will become acquainted with the nature and diversity of available recreation programs and services available. The student will be assigned to recreational settings distinctly different in philosophy, organizational structure, and clientele served. PR: Recreation 141, 144, and 145.

155. Recreation Field Work II **two hours**

The sequence of field work courses is developmental. Progress develops from a dependent position to an interdependent position. The course is a continuation of Recreation 154.

199. Special Topics in Recreation **one-twelve hours**

Special selected topics will be studied. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

300. Intramural Administration **three hours**

Administrative experience in directing and supervising institutional physical recreational programs is provided. The course will be offered both semesters on an arranged basis. PR: Junior standing or consent of instructor. (The course cannot replace or be used in the fulfillment of other program requirements.)

301. Day Camp Administration **three hours**

Administrative experiences in directing and supervising summer day camp programs (Falcon Camp) are provided. This course will be offered on an arranged basis during the first and second summer sessions only. PR: Junior standing or consent of instructor.

Safety Education

(Division of Health, Physical Education, Recreation, and Safety)

101. First Aid **two hours**

Instruction is related to preparedness for emergencies and disasters prevalent in our society and will include treatment of injuries and other emergency conditions.

199. Special Topics in Safety **one-twelve hours**

Special topics will be selected. The topic to be studied will be determined by the instructor and approved by the division chairperson. Credits earned will be applicable as free elective credits in degree and certificate programs.

200. Accident Analysis and Emergency Care **two hours**

Problematic areas of accident causation, prevention, emergency treatment and control pertinent to the elementary school environment and teacher responsibilities are analyzed. (Required: Elementary Education.)

203. General Safety Education **three hours**

The student will become acquainted with the purpose and need of safety education as an integral component of the overall education program. The teaching and planning of a safety program and the legal aspects involved are emphasized.

Social Science

(Division of Social Science)

150. Introduction to Appalachian Studies **three hours**

An interdisciplinary study of Appalachian culture, focusing on the values, attitudes, and problems of the region, as reflected in its history, geography and its political, economic and social institutions. (This course may be taken for general elective credit toward all degrees, but does not satisfy the General Studies requirement for any degree.)

199. Special Topics in Social Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials of Teaching Social Studies **two hours**

Theory and practice in secondary school social studies. Students participate in laboratory exercises using various techniques of teaching social studies teaching and its various disciplines. Each student is also required to plan and teach at least one micro-unit. (Included as part of the Initial Performance Practicum.) Spring Semester only.

499. Interdisciplinary Seminar **three hours**

Identification and synthesis of major concepts in the fields of geography, history, political science, psychology, sociology and economics. No prerequisites for History Majors. PR: for teaching degree candidates: History 107, 108, 111, 112, 302, 319, 341; Geography 210; Political Science 103; Sociology 110, 301; Economics 200 and/or consent of the instructor. Fall Semester only.

Sociology

(Division of Social Science)

110. Introductory Sociology **three hours**

The course is built around selected sociological concepts to provide a general understanding of our modern society.

199. Special Topics in Sociology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits will be applicable as free electives in degree and certificate programs.

200. Social Problems **three hours**

A study of social stresses and strains in important areas of human relationships. PR: Soc. 110.

230. Social Psychology **three hours**

A study of social structure and social interaction. Techniques of leadership and control will receive special study. PR: Soc. 110. Psychology 101 or Education 302 and 303 recommended. Same course as Psychology 230.

240. Nonparametric Statistics **three hours**

Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include non-parametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the sophomore year. No prerequisites. (Credit in either Political Science or Sociology.)

301. Anthropology **three hours**

A study of human biological and social origins, including human pre-history, race, the origin and nature of culture, social organizations among preliterate peoples, cultural diffusion, and culture change. PR: Soc. 110.

310. Sociology of the Family **three hours**

A study of the background, structure and function of the American family with emphasis placed on the effect of social change upon the family. The meaning of the paired relationship is examined along with alternatives to marriage and the family. PR: Soc. 110.

325. Social Stratification **three hours**

The course includes an analysis of social structure and stratification in terms of class, status, and power relations in society; an examination of theories and research findings.

330. Urban Sociology **three hours**

A study of the characteristics of urban society including its culture, social relationships and institutions. Urban society is studied in comparison with rural society as a part of the American Society. PR: Soc. 110, 200.

340. Juvenile Delinquency **three hours**

A study of what society defines as delinquent behavior and of the young people designated as delinquents. Emphasis will be placed on the causes of delinquency and on the various techniques and methods of prevention, treatment, and rehabilitation. PR: Soc. 110, 200.

380. Afro-American History and Culture **three hours**

A multi-disciplinary approach to the Negro in American life beginning with African civilization and covering the period up to and including the American Civil War. (Credit in History or Sociology.)

381. The Black Man in America **three hours**

An in-depth study of the history and culture of the Black Man in the United States from 1865 to present. (Credit in History or Sociology.)

410. Industrial Sociology **three hours**

A study of the organization, structure, function and social relationship found in the various areas of industrial activity in American society. The area of industrial relations will receive special emphasis. PR: Soc. 110.

430. Community Organization **three hours**

A study of the structure and function of the various social groupings found in the community. The course is oriented toward the development of community leadership talent. PR: Soc. 110, 200.

450. Minority Groups **three hours**

A study of racial and cultural minority groups in the United States with special emphasis upon understanding the cause of their persistence and the reason for majority-minority antagonisms. A study of the techniques whereby prejudices are developed and reduced will be made. PR: Soc. 110, 200.

460. Methods of Social Research **three hours**

This course is an introduction to the planning and implementation of social research projects. The course will consider the topics of variables and hypotheses, flowcharts, tables, questionnaires, coding instructions and data sheets, machine processing, and survey analysis of the data. PR: 110 and 200.

461. Advanced Methodology **three hours**

This course will critically interrelate and compare the various stages of social research such as conceptualization of hypothesis, measurement, experimental design, sampling, data collection, data analysis, and data interpretation. Within this format, various special topics will be developed depending upon the available resources. PR: Soc. 460 or consent of the instructor.

470. Sociological Theory **three hours**

A study of the historical development of modern sociological thought. PR: Consent of instructor.

471. Advanced Sociological Theory: A Critical Review **three hours**

An intensive study and critical examination of certain selected sociological theorists and the ways in which they differ and are similar. PR: Sociology 470 or consent.

490. Seminar: Sociological Literature **three hours**

A course designed to use original sources and publications not primarily used as texts. PR: Soc. 470 or consent of instructor.

491. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

492. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

497. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

498. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

499. Seminar: Special Problems in Sociology **three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: Soc. 470 or consent of instructor.

Spanish

(Division of Language and Literature)

101. Elementary Spanish I **three hours**
Grammar, pronunciation, composition, translation.

102. Elementary Spanish II **three hours**
PR: Spanish 101 or one year of high school Spanish.

199. Special Topics in Spanish **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate Spanish I **three hours**
Rapid reading, grammar and conversation. PR: Spanish 101 and 102 or two years of high school Spanish.

202. Intermediate Spanish II **three hours**
PR: Spanish 201.

210. Spanish Civilization and Culture **three hours**
Independent study under the supervision of an instructor of the life, civilization, and culture of Spain. PR: Consent of the instructor.

220. Latin American Civilization and Culture **three hours**
Independent study under the supervision of an instructor of the life, civilizations, and cultures of Latin America. PR: Consent of the instructor.

Speech Communication

(Division of Fine Arts)

100. Introduction to Speech Communication **three hours**
An introduction to the elements involved in human communication, dealing with theory and practice as they relate to intrapersonal, interpersonal, small and large group communication situations. Required for B.A. and B.S. degrees.

103. Listening Skills **one hour**
This course focuses on the foundation techniques—behavioral, attitudinal and cognitive—which are used in effective listening. The course will examine also what is known about listening. Exercises designed to improve listening techniques and skill are included.

105. Voice and Diction **three hours**
Theory and practice of speech science to provide basic information prerequisite to further speech and drama study and to improve the skills of the speaking voice. Open to speech communication and theatre students and music students only. Offered fall semesters.

107. Speech Improvement **three hours**
Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for Speech 105 requirement. Offered spring semesters.

152. Basic Speech and Hearing Science **three hours**
An introduction to the scientific basis for speech and hearing.

153. Phonetics **three hours**
A study of the phonetic characteristics in normal and deviant speech production.

154. Anatomy of the Speech and Hearing Mechanism **three hours**

A study of the anatomy and physiology of the human speech mechanism, the human auditory mechanism, and the human nervous system.

170. Broadcast Production Processes **three hours**

An introduction to the theory and practice of basic radio and television production operations; audio/video student operations; audio/video tape duplication procedures; fundamental closed-circuit television operations; and recording procedures for single camera recording. PR to Speech 271, 272, 278, 371, 379. Fall semester only.

171. Introduction to Broadcasting **two hours**

Survey of the industry and its role in today's society. Historical development and current responsibilities of broadcasting. Organization of stations and their relation to networks. Federal regulations and industry codes. Technical aspects of radio and television. Brief consideration of programming and production techniques. Field trips to area commercial and educational stations. Fall Semester.

173. Radio/Television Production **four hours**

The class is designed to involve the student in the production of broadcast exercises designed to simulate actual production requirements found in most entry level positions. This course is taught alternate semesters.

199. Special Topics in Speech Communication **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

215. Non-Verbal Communication **two hours**

A course in the non-verbal component of speech communication, which will examine the human body as a message carrier; the message characteristics of space, time, and artifacts; and finally, the functions of non-verbal communication as it affects first impressions, relational communication, and interaction. Spring semester.

219. Language in Speech Communication **three hours**

A study of verbal coding for communication. Focuses upon the function of language in oral communication, theories of oral language acquisition and behavior and the special problems involved in oral language coding for audiences. PR: Speech Communication 100 or consent.

221. Classroom Communication **three hours**

As an introduction to principles and practices of effective oral communication for the classroom teacher, all study and practice in this class is directed toward the special speaking and listening needs of elementary and secondary classroom teachers and their students. PR: English 104, 108. Required of all B.A. in Education students.

233. Interpersonal and Small Group Communication **three hours**

A study of communication in a dyadic and a small group context with emphasis upon the processes of role emergence and decision-making in the task oriented group. Group cohesiveness, roles, group acculturation, leadership emergence, and the small group in organizations are among the topics studied. Spring semester.

241. Argumentation and Debate **three hours**

A study of the principles of argumentation, logic and reasoning, evidence and decision-making. A practical application of these principles is emphasized through the study of current controversies and oral class debates. Fall semester.

249. Intercollegiate Debate I-IV **one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to freshmen and sophomores. Juniors and seniors see Speech Communication 449. PR: Speech Communication 241 or consent.

270. Radio/Television Announcing **three hours**

Study and practice of major aspects of various announcing cycles, along with routine procedures in logging programs, EBS regulations, air-checks, etc. Requires two hours per week outside class practice time. PR: Speech 173 and/or consent. Spring semester.

271. Broadcast Practicum **two hours**

Designed to provide laboratory experience in b/w and color television production, and monaural audio production. Students participate in production for on and off campus dissemination. PR: Speech Communication 170.

272. Broadcast Practicum **two hours**

A continuation of 271.

303. Listening: Theory and Practice **three hours**

This course is designed to provide extensive knowledge and background in the communication skill of listening. The course will focus on the various component techniques of listening including such elements as attention, reception, comprehension, memory, feedback and note-taking. Special attention will be paid to exercises for teaching listening. PR: Speech Communication 103 or consent. Taught on demand.

337. Persuasive Communication **two hours**

A study of the speaker, audience, and environmental factors influencing the persuasive process. Designed to give advanced speech students training in the preparation, presentation, and critical analysis of persuasive speeches. Fall Semester. PR: Speech Communication 100 or 221 or consent.

345. Oratory **one hour**

Study of origin, historical influences, and changing nature of oratory. Practice in development of persuasive manuscript speeches for competition. PR: 337 or consent. Spring Semester.

361. Speaking for Business and Professionals **three hours**

A study of the special interpersonal and public communication demands on business and professional persons. Focuses on preparation and practice in interviewing, selling, training employees and facilitating internal communication in community, business and professional organizations. PR: Speech Communication 100 or consent.

369. Communication in Organizations **three hours**

This course will study the nature of communication in organizations and the skills necessary to communicate effectively in the organizational setting. This course will cover the organization as a communication system, the formal and informal systems, serial communication, networks, alternative communication systems, interpersonal and organizational communication skills, and communication problems and strategies in organizations. PR: Speech Communication 100 or consent. Alternate spring semesters.

421. Extemporaneous Speaking **one hour**

Study of origin, aim and development of extemporaneous speeches. Preparation for competition. Spring semester. PR: Speech Communication 337 or consent.

431. Methods and Materials in Teaching Speech Communication and Theatre **two hours**

Philosophy, methods, and materials of teaching speech communication and theatre and of directing the speech communication and theatre co-curricular and extracurricular activities in the secondary schools. Fulfills Professional Block requirement for those with a single teaching field in oral communication. Spring semesters.

439. Public Speaking Practicum I-VIII **one-eight hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in public speaking, i.e., after-dinner, extemporaneous, oratory, etc. Maximum credit in any semester is one hour. PR: Speech Communication 337 and/or consent.

449. Intercollegiate Debate I-IV **one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to juniors and seniors. Freshmen and sophomores see Speech Communication 249. PR: Speech Communication 241 or consent.

459. Speech Correction **three hours**

An introduction to the field of speech pathology and audiology. Study of normal speech and language development and the major classifications of speech, language and hearing disorders. Fall semester and summer term.

491. Directed Study in Speech Communication **one-four hours**

The students elect directed study in any area of speech communication which is not treated in the speech course offerings. Course is designed by the student and selected faculty with approval of department chairman. Maximum credit earned in any one semester is one credit hour. PR: Consent of instructor.

Technology

(Division of Technology/Home Economics)

TEC 100. Technology and Society **two hours**

An analysis of the historical development of man and technology as antecedents of the technological society. Students will interact with the domains of technology through problem solving applications of engineering problems. PR: none.

TEC 199. Special topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 201. Production I **four hours**

A study of the means by which man provides goods and services of economic value for his needs and wants. The emphasis will be on the development of basic skills in a variety of material areas. PR: Sophomore standing.

TEC 202. Transportation I **four hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: Sophomore standing.

TEC 250. History of Technology **three hours**

A survey course from pre-historical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education. PR: Sophomore standing.

TEC 260. Crafts **two hours**

The student is encouraged to explore, experiment, and create with a variety of materials and processes. PR: None.

TEC 290. Engineering Analysis I **four hours**

Technical problem solution utilizing analytical geometry and calculus. Topics include: curvilinear motion, related rates, curve sketching, maximal and minimal problems; areas, volumes, centroids, and moments of inertia by integration. PR: Sophomore standing, Math 101, Math 102, and at least nine credits of technology courses.

TEC 299. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 300. Engineering Analysis II **four hours**

A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative, double integration; methods of curve fitting; series expansion; differential equations. PR: TEC 290.

TEC 301. Communication **four hours**

This is a study of the technical means by which man communicates. The emphasis will be on electronic and graphic forms of communication. The social/cultural aspects of communication will be studied as well as the technical components. The course will be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: GCT 100.

TEC 302. Production **four hours**

A study of the means by which man provides goods and services of economic value for his needs and wants. This will be achieved by studying management, materials, processes, concepts of mass production, and the social/cultural aspects of the production system. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: 201.

TEC 303. Transportation II **four hours**

A study of the means by which mass is moved from one point to another. This will be achieved by studying the environments system elements, and social/cultural aspects of the transportation system—past, present and future. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial art teachers. PR: TEC 202.

TEC 310. Man and Technology **three hours**

A historical study of man and technology as a basis for the development of contemporary philosophical systems. PR: Junior standing.

TEC 320. Elementary School Technology **two hours**

The laboratory experiences derived from the technology of the home, community, and world analogous to the lower intermediate, and upper elementary grades. A variety of materials, tools, and processes are utilized as each student develops his own ideas. Emphasis is also placed upon the organization and administration of such a program. PR: None.

TEC 393. Future of Man **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. PR: Junior standing.

TEC 399. Special Topics **one-three hours**

A study of special topics of educational, technical or industrial concern. PR: Consent.

TEC 400. Work Experience Seminar **four hours**

A functional analysis of industrial organization and management, and the implementation of these concepts toward the initiation of a new industry. PR: Technology junior standing or consent.

TEC 401. Work Experience Laboratory **eight hours**

On the job work experience including employer evaluation.

TEC 410. Guided Design Seminar **one-four hours**

A seminar in design or research in selected areas of engineering or home economics. Consent.

TEC 431. Methods and Materials for Teaching Industrial Arts **two hours**

A course in which the particular problems and techniques of teaching industrial arts are dealt with. Emphasis is given to the special methods of handling demonstrations, use of special teaching aids and other related problems unique to industrial arts. PR: EDUC 200, 250, 302, 303, TEC 301, TEC 302, TEC 303.

TEC 450. Multiple Activities **four hours**

A lecture/laboratory course designed to aid the industrial arts teacher in the

organization and administration of the laboratory and operationalize concepts inherent in teaching the multiple activities. PR: TEC 301, TEC 302, TEC 303.

TEC 499. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

ARC 200. Graphics **three hours**

This course demonstrates the various visual techniques used in design presentations. The student will practice lettering, projections and 3-dimensional drawing. Water color, acrylic and pencil techniques will be applied to graphic presentations. PR: DRF 100.

ARC 210. Design I **four hours**

Introduction to basic principles of architectural design. Areas to be explored include: design theory, methods and processes; presentation drawing techniques; fundamentals of model making; and the application of the above to an actual design project.

ARC 230. Architectural History I **three hours**

Architectural history from prehistoric times to 1825 and the beginning of the Victorian era. Equal emphasis will be given to building form, technology, style and architect.

ARC 250. Design II **four hours**

Introduction to architectural programming integrated with a continued exploration of design methods and principles.

ARC 260. Architectural History II **three hours**

Architectural history from the Victorian era (1825) to the present. Equal emphasis will be given to building form, technology, style and architect. PR: ARC 230.

ARC 310. Construction Details **four hours**

An analysis of working drawing techniques and methods of graphic presentation. PR: ARC 210, ARC 250.

ARC 400. Design III **four hours**

The course primarily involves further exploration of design methodology and principles. The project will consist of a multi-building urban design problem which will include the following concerns: design relationship and interface with existing context; site design (landscaping, parking, drainage control, etc.); compliance with zoning ordinances and building codes.

ARC 410. Design IV **four hours**

Students will design a large scale urban project with an emphasis on interfacing building technology with modern design principles and urban design concerns. PR: ARC 400.

ARC 420. Urban Design **three hours**

An introduction to urban site planning and the application of basic principles to an urban context. Areas of study will include problems of commercial redevelopment and housing. PR: ARC 210, ARC 230, ARC 250, ARC 260.

ARC 430. Mechanical and Electrical Systems **three hours**

Introduction to the design of mechanical and electrical systems. PR: ARC 210, ARC 250, CIV 210.

CIV 100. Wood Technology **three hours**

The theory, application and treatment of woods and hand and machine woodworking. A basic class dealing with wood identification, wood usage, woodworking tools and machines fabrication, joinery, adhesion, and finishing. PR: None.

CIV 200. Surveying I **four hours**

An emphasis on field work with theory of the measurement of linear distances, proper notekeeping, leveling procedures, measurement of horizontal and vertical angles, stadia, and elementary mapping. Also includes bearing, azimuths, and traverse calculations including rectangular coordinates. PR: DRF 100, Math 101.

CIV 205. Furniture Construction and Design **two hours**

A lecture-laboratory course in the development function of design, especially as it applies to the area of household furniture. Student problems include the designing of furniture and other household articles which are to be used as projects in the industrial arts laboratories. PR: CIV 100.

CIV 210. Light Construction **four hours**

Practices utilized in the erection of residential and industrial buildings with technical information involving problems from ground to roof. PR: MEC 200.

CIV 215. Wood Finishing **two hours**

A survey course in the materials and methods commonly used in the finishing of furniture and similar articles, and readily applicable to use in high school situations. The various types of dyes, stains, shellacs, varnishes, lacquers, and sealers will be used on sample panels. PR: CIV 100.

CIV 220. Construction Materials and Methods **three hours**

Identification, properties and standard test methods for steel, concrete, timber, masonry products, bituminous products, soils, and aggregate. Heavy construction methods are also discussed. PR: CIV 210.

CIV 225. Cabinet Construction and Design **two hours**

A lecture-laboratory course in the developmental function of design, especially as it applies to cabinet making. The projects will be made in conformity with the drawings and specifications as developed. Advanced work in the use of machine tools, techniques, and processes will be stressed and a high level of craftsmanship will be maintained. PR: CIV 205.

CIV 235. Advanced Woods **three hours**

A lecture-laboratory course with emphasis on the use of advanced techniques in the design and construction of home furniture. Particular attention is given to the use of veneers, inlays, overlays, and other advanced methods of enhancing the finished appearance of projects. PR: CIV 100.

CIV 240. Surveying II **four hours**

A continuation of Surveying I including tape/transit surveys, mapping, area calculation, topographic mapping, construction staking and procedures as well as photograms. Also includes curve stakeout, cut and fill calculations and principles of land surveying. PR: CIV 200.

CIV 260. Fluid Mechanics and Hydraulics **three hours**

Introduction to basic hydraulic theory including hydrostatics, the flow of liquids in pipes and open channels using common design equations, and hydrologic theory and practice. PR: Math 102, TEC 290, Phys 101.

CIV 300. Highway Design and Transportation **three hours**

This course includes basic transportation theory as well as particular highway design aspects such as route survey, terrain, drainage, bridge design, pavement types, alignment grades and field-office work. PR: TEC 300, CIV 220, CIV 240.

CIV 310. Structural Analysis and Design I **three hours**

The analysis of concrete, steel and timber beams, columns, tension members, including riveted, high strength bolted and welded connections. Includes shear, moments, deflections in statically determinant and indeterminate structures. PR: MEC 200, CIV 200, TEC 300.

CIV 320. Construction Planning, Estimating and Contracts **three hours**

Planning and estimating techniques of various types of construction projects including critical path, scheduling, inspection and various on-site considerations. Also includes contracts, bidding, and specifications as they affect the contractor and engineer. PR: EDP 100, CIV 220, MFG 300.

CIV 350. Soils and Foundations Design **three hours**

Basic soil mechanics including stress and failure modes, hydrostatic forces; retaining wall and foundation design and soil testing methods. PR: CIV 220, CIV 340.

CIV 430. Advanced Surveying Problems **three hours**

This course is offered as an elective for those students desiring to improve their ability and self-confidence in surveying. Both engineering (construction) and land surveying are covered. Subjects include: triangulations, curves, route surveying, mine surveying, areas and cross-sections, computations, construction layouts, alternate methods of land surveys, deeds and land descriptions. PR: CIV 240.

CIV 440. Structural Analysis and Design II **three hours**

A continuation of CIV 340 with in-depth design of reinforced concrete and steel structures including design of tension, shell and air supported structures. PR: CIV 310.

CIV 460. Water and Wastewater Technology **three hours**

Theories and practices in water and wastewater treatment, natural water quality, and advanced hydraulics including dam design. Pumping, biological waste treatment and basic limnology are also covered. PR: Chem 101, CIV 260, or instructor permission.

DRF 100. Engineering Graphics **three hours**

Basic drawing processes and techniques including freehand lettering, geometric construction, sketching, multiview and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRF 205. Technical Illustration **three hours**

An introduction to convey information as to the shape, size and function of an object. Areas include technical sketches and drawings, illustrations for parts catalogues as well as exploded view drawings. Content areas include: obliques, perspectives, isometrics, airbrush and shading techniques. PR: DRF 100.

DRF 215. Architectural Drafting **four hours**

A comprehensive study of the planning, designing and drawing of a single family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRF 100.

DRF 225. Descriptive Geometry **two hours**

A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles. PR: DRF 100.

DRF 235. Technical Drafting **three hours**

A higher level of drafting techniques will be studied in this course. Study will include production drawings, plumbing, heating and air conditioning drawings, fluid-power drawings, graphs and charts, product design and development. PR: DRF 100.

DRF 245. Architectural Design **two hours**

An approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior decoration majors. Content covers: architectural, pictorial and presentation drawings. PR: DRF 215.

DRF 255. Tool Design **four hours**

Design of tooling, including jigs, and fixtures for machine operations such as drilling, reaming, tapping, boring, milling, turning, grinding, and sawing presswork and design of dies for blanketing, piercing, drawing, bending, forming, and progressive die operation. PR: DRF 100, DRF 235.

DRF 265. Blueprint Reading **two hours**

A course in the reading of the prints and drawings most commonly found in industrial operations. Emphasis is placed on the development of speed and accuracy in the use of working drawings. PR: DRF 100.

ELE 100. Circuit Analysis I **three hours**

Introduction to the concepts of voltage, current, resistance, capacitance, and inductance. Also covered are Kirchoff's Laws with applications in basic DC-AC, series-parallel circuits. Basic electromechanical devices and transformers are studied. Co-Requisite: Math 101.

ELE 200. Shop Practices **three hours**

The student will build a breadboard to be used in subsequent courses. Skills covered in this course include PC board layout and construction, soldering, wiring, component selection, metal fabrication, plastic fabrication, wood fabrication, and general layout procedures. Note: Extra costs are associated with this course.

ELE 210. Circuit Analysis II **three hours**

Continuation of ELE 100 including the theory and application of circuit analysis theorems. Also covered are nonsinusoidal waveforms, three-phase circuits, and the use of computers in solving problems. PR: ELE 100, Math 101. Note: Extra costs are associated with this course.

ELE 215. Basic Transistors **three hours**

Devices studies will include rectifiers, zeners, filters, bipolar transistors and field-effect transistors. The circuitry will include power supplies, the basic amplifier types, multistate amplifiers, power amplifiers, switching circuits, and oscillators. PR: ELE 100, ELE 200.

ELE 220. Linear Electronics **three hours**

Study of the basic concepts of linear integrated circuits including OP amps, regulators, comparators, timers, and phase-locked loops. PR: ELE 210, ELE 215.

ELE 230. Digital Electronics **three hours**

Theory and experimentation with SSI, MSI, and LSI devices and systems including such basic components as gates, flip-flops, counters, decoders, timers, displays, memories, etc., and such systems as thermometers, tachometers, meters, etc. PR: ELE 210.

ELE 240. Industrial Electronics **three hours**

Study of the operation of industrial power control systems including power devices and control circuits. Power devices covered include relays, contactors, transistors, SCR's, and TRIAC's. Control circuits include UJT's, PUT's, DIAC's, photo-devices, timers and control IC's. PR: ELE 220, ELE 230, ELE 250.

ELE 250. AC-DC Machinery and Controls **three hours**

Practical aspects in the use and maintenance of AC-DC machinery and power distribution including motors, generators, starters, speed controllers, breakers, transformers, etc. PR: ELE 100.

ELE 260. Communication Systems **three hours**

Theory, operation, and maintenance of AM, FM, PM, and digital communications systems. PR: ELE 220, ELE 230.

ELE 270. Microcomputers **three hours**

Theory and experimentation with microcomputers including instruction sets, memories, I/O, programming (machine code, assembler, and high level), interrupts, peripherals, and interfacing. PR: ELE 230.

ELE 300. Advanced Linear Electronics **three hours**

Study of linear devices including OP, AMPS, comparators, PLL's, timers, audio IC's, voltage references, and current references. Course will include analysis and design concepts for the circuits studied. PR: ELE 240, ELE 260.

ELE 310. Advanced Microcomputers Systems **three hours**

Continuation of ELE 270 with more in-depth study and laboratory work. Topics included are A/D and D/A converters, serial communications, interfacing to power devices, etc. PR: ELE 260, ELE 270.

ELE 400. Senior Electronics Project **three hours**

Instructor approved project integrating concepts from previous courses. This course will allow the student to pursue specialized interests and show that he/she can complete an individual project. PR: ELE 300, ELE 310.

ELE 410. Data Acquisition and Control Systems **four hours**

Theory and use of data acquisition and control systems including transducers, signal conditioning circuits, multiplexing, A/D and D/A converters, computers, and control devices. PR: ELE 300, ELE 310.

GCT 100. Graphic Communications Processes **three hours**

An introduction to the Graphic arts. The course deals with the basic methods of placing visual elements on receiver materials. An investigation is made of relief, intaglio, planographic, porous, and electrostatic printing methods; continuous tone photography; and basic bindery operations. Experience is gained in each of these areas and in the various phases of production of these methods.

GCT 200. Image Assembly I **three hours**

A basic course in the makeup of copy. Emphasis is placed on composition and typography. Single and multicolor paste-up techniques, forms layout, cropping and scaling of photographs, and keylining will be investigated. Experience will be gained in introductory electronic composition and single and multicolor film assembly. PR: GCT 100.

GCT 210. Image Transfer Mechanisms I **three hours**

Image carriers such as relief plates, litho plates, gravure plates and photo silkscreen stencils are studied. Experience in plate making, single and multicolor press operation, and bindery operations will be gained. Pressrun problems and introductory press maintenance will be investigated. PR: GCT 200.

GCT 220. Estimating and Cost Analysis **three hours**

An examination of the operations involved in producing graphic materials for the purpose of determining both individual and overall costs will be undertaken. Effective use of press equipment, cost and price determination, and the financial structure of the printing concern will be studied. Both the Franklin catalog and the micro-computer applications will be investigated in regard to estimating. PR: GCT 210.

GCT 230. Layout and Design I **three hours**

Printed materials will be analyzed in terms of design, typestyle, and color. Knowledge of how to prepare art for reproduction and instruct the cameraman will be acquired. Time is given to the design and production of original work. PR: GCT 200.

GCT 240. Graphic Arts Photography **three hours**

A study of the factors that affect film. Experience is gained in the means of production of half-tones and special effects such as posterization, duping, clocking, and duo tones. Time is spent with both press proofing and non-press proofing, and in the area of photo fabrication. PR: GCT 210.

GCT 250. Graphic Communications Practicum **six hours**

Supervised on-the-job learning/work experience with a cooperating business or industry or the college in-house printing facility. Students will gain experience in graphic arts photography, typesetting, platemaking, presswork, and bindery. Two-year and four-year Graphic Communications Technology only. PR: GCT 200, GCT 210, GCT 240.

GCT 260. Practicum Commercial/Graphics **six hours**

Supervised on-the-job learning/work experience with a cooperating business or industry. Employed in Commercial Design Graphics Program. PR: GCT 210, GCT 220, GCT 230 (Commercial/Graphics only)

GCT 270. Screen Printing Techniques **three credits**

An examination of screen process stencil systems, substrates, inks, framing methods, and fixtures. Students will gain experience in the printing of flat objects, textiles, pressure sensitives, decals, and cylindrical objects. Both single color and multicolor imaging will be investigated.

GCT 300. Basic Photography **three hours**

A beginning course in the utilization of the hand-held camera. The emphasis is placed on the taking of pictures and the processing of black and white film. Topics covered include film and print processing, camera basics, camera formats, lens types, portrait photography, and photographic ethics.

GCT 310. Advanced Photography **three hours**

A continuation of 98-300, covering such areas as advanced black and white work, large format camera work, and color photography. PR: GCT 300.

GCT 320. Image Assembly II **three hours**

A continuation of GCT 200. The student continues work in image and film assembly. The stripping of flat and process color will be investigated in greater depth. Students will gain experience in more advanced electronic composition and text processing including methods of editing, storage and retrieval. PR: GCT 200.

GCT 330. Layout and Design II **three hours**

A continuation of GCT 230. The student continues work on thumbnail, rough, and final layouts with emphasis on the production of comprehensive final layouts for presentation to the customer. PR: GCT 230.

GCT 340. Image Transfer Mechanisms II **three hours**

A continuation of GCT 210. Single and multicolor presswork is pursued on a more advanced basis. Larger offset presses are studied. PR: GCT 210.

GCT 410. Printing Techniques **three hours**

An opportunity to investigate an area not included in the regular listing of courses in the communications field. It is possible to do a further study of some area previously covered. PR: GCT 200, 210, 230, 240, 300.

GCT 420. Computer Applications to Graphic Communications **three hours**

Development of computer applications to the solutions of graphics production problems such as reduction of waste, inventory control, and cost analysis. Computer typesetting systems and their components are analyzed and their compatibility is investigated. Both commercial and student produced software will be used.

MFG 200. Welding **four hours**

The reading of symbols and the production of ferrous elements, in and out of position, using both gas and electric processes.

MFG 210. Machine Shop **three hours**

Fundamentals of hand and machine tools, involving the lathe, drillpress, grinder, mill saw and other metal working machines with problem solving in layout and machine design.

MFG 220. Metallurgy **two hours**

An introduction to the basic elements of metallurgy including structure of metals, properties, smelting, refining, heat treating, and testing. PR: MAT 100.

MFG 230. Advanced Welding **three hours**

This course is involved with pipe welding (electrode) G.M.A.W./M.I.G. (semi-automatic, cored and solid wire), and T.I.G. (tungsten-inert-gas). Methods of producing and fabricating to standard specifications. PR: MFG 200.

MFG 240. Manufacturing Processes **four hours**

An experience involving basic techniques in manufacturing and fabrication of metal products. The process includes conception of an idea to be placed in experimental and developmental stages and final completion and mass production. This includes the use of the lathe, milling machine, drill press, surface and tool grinder, friction band saw, and the use of precision measuring instruments for layout and design. Special emphasis will be placed upon production safety. PR: MFG 210.

MFG 250. Personnel Problems and Labor Relations **three hours**

A seminar dealing with the problems of labor and management, wage and hour laws, and industrial regulations. PR: Sophomore standing.

MFG 300. Engineering Economy **three hours**

Techniques of engineering economy as related to cost, design, and selection of materials. PR: MFG 240, TEC 300.

MFG 310. Plant Layout and Production Control **two hours**

A study of the economical arrangement of stocks, machines, and layout of aisles for efficient handling of materials and production. PR: MFG 300.

MFG 400. Time and Motion, Quality Control **two hours**

Fundamentals of work simplification and motion economy using the techniques of motion and time study for the development of effective methods of production. PR: MFG 250; Co-requisite; MFG 310.

MFG 420. Heavy Equipment Fabrication **three hours**

Resistance, gas and electric arc welding and cutting, capabilities and limitations of lathe and milling operations; techniques of materials forming, fabrication and heat treatment. PR: MEC 200, CHEM 102, PHY 102, or consent.

MAT 100. Materials and Processes **three hours**

Emphasis is placed upon the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today's industrial complex.

MEC 100. Statics **three hours**

The study of force systems that act on rigid bodies that are in static equilibrium. Topics of study include the analysis of coplanar and noncoplanar forces systems using analytical and graphical methods. PR: Math 101, Phys. 101.

MEC 105. Engine Theory **three-four hours**

A survey of engine design and characteristics. The operation and principle of internal combustion engines and nomenclature, location, and function of stationary and moving parts. PR: None.

MEC 115. Power Transfer Theory **three-four hours**

A study of the transfer of power to its terminal use through transmissions, torque converters, propellers, shafts, universals, differentials, and other drive mechanisms, as well as direct transfer by air or other fluids. PR: None.

MEC 125. Integrated Automotive Systems **two hours**

Introduction into all systems of the automobile. The student will be able to identify components of cooling, intake, ignition, charging, starting systems, etc. PR: None.

MEC 200. Strength of Materials **four hours**

The analysis of stress and deformation of deformable bodies under the action of forces. The design and selection of tension and compression members, shafts and beams. Topics of study include stress and strain, Hook's Law, mechanical properties of engineering materials, torsion, bending, and buckling theory. PR: MEC 100, Math 102, MAT 100.

MEC 205. Carburetion and Ingition Theory **three-four hours**

Methods and principles involved in the flow, metering, atomization, and delivery of fuel. Theory and practice of generation and distribution of electricity through the electrical system. PR: MEC 105.

MEC 210. Thermodynamics I **three hours**

A beginning course to introduce the study of the thermodynamic laws of conservation of mass and energy. Applications in the analysis of energy sources, transformations and utilizations. PR: Math 101; Co-Requisite: Phys 101.

MEC 215. Hydraulic and Suspension Systems **three-four hours**

The theory and practice of suspension and hydraulic systems used in modern vehicles. PR: None.

MEC 220. Fluid Mechanics **three hours**

A study of the mechanics of fluid systems. Topics include fluid statics and dynamics, dimensional analysis and similitude, steady flow of incompressible fluids in pipes, ducts, and open channels; steady flow of compressible fluids over surfaces and about immersed bodies; and turbomachinery. PR: Math 101, Math 102, MEC 100, MEC 200, TEC 290.

MEC 225. Electrical Systems and Air Conditioning **three-four hours**

A study involving the theory, operation and maintenance of the automotive battery, starter, alternator, regulator, and air conditioning system. PR: ELE 100.

MEC 240. Machine Design I **three hours**

Application of the principles of mechanics to the design and selection of machine components. Topics of study include: beams, columns, shafts, gears, bearings, belts, brakes, and springs. Design projects will be assigned and computer solutions will be utilized. PR: MEC 200, EDP 100, TEC 290.

MEC 300. Thermodynamics II **three hours**

A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative; double integration; methods of curve fitting; series expansion; differential equations. PR: TEC 290, MEC 210.

MEC 320. Dynamics **three hours**

The study of Newtonian dynamics of particles and rigid bodies in plane motion. Topics of study include: Kinematics, Newton's Laws, work and energy principles and impulse and momentum. PR: MEC 240, TEC 300, PHY 102.

MEC 330. Heat Transfer I **three hours**

A study of heat energy interactions in solids, liquids, and gases. Topics include: fundamental laws of conduction, convection, and radiation heat transfer. PR: Phys. 102, Math 102, TEC 290, MEC 210, MEC 220.

MEC 340. Heating, Air Conditioning and Ventilation **three hours**

A study of the principles of fluid mechanics, thermodynamics and heat transfer as applied to HVAC systems. Topics include: heating and cooling load calculations, heating, air conditioning and refrigeration systems; automatic controls; heat pumps for heating and cooling; solar heating and cooling systems. PR: MEC 220, MEC 300, MEC 330, TEC 300; Co-Requisite: MEC 410.

MEC 400. Mechanical Measurements **three hours**

The study of the measurement of motion, force, torque and power with emphasis on strain measurement and strain gage techniques with instrumentation. Topics also include error analysis, and curve fitting. PR: MEC 320.

MEC 410. Thermodynamics III **three hours**

A continuation of the study of thermodynamics with special emphasis upon application to heat, power and refrigeration systems. Topics include: energy availability and irreversibility in open and closed thermodynamic systems; mixtures of gases and vapors; reactive systems; internal and external combustion power cycles; reversed cycles and flow through nozzles and diffusers. PR: MEC 300, MEC 330.

MEC 430. Heat Transfer II **three hours**

A continuation of the study of conduction, convection, and radiation heat transfer with emphasis upon application to residential, commercial and industrial and heat exchanger design. Topics include: steady-stated transient heat conductions; free and forced heat convection, condensing and boiling heat transfer; radiation, transfer by combined mechanisms, numerical and analog methods. PR: MEC 330.

MEC 440. Engineering Systems Design Laboratory **three hours**

A study of analog, digital and mixed engineering systems; similitude of mechanical and electrical engineering systems; dimensional analysis and theory of models. PR: MEC Senior standing or consent.

MIN 101. Mining Orientation and Computation **one hour**

Orientation designed to familiarize entering students with the following areas: the mining engineering technology curricula including courses, library use, grade point average and student organizations; career opportunities including the organization and management of coal companies, labor groups and regulatory agencies; basic computations and problems solving techniques including dimensional relationships and analysis. PR: Concurrent with Math 101.

MIN 200. Mining Methods, Safety and Laws **two hours**

Overview of coal mining industry from initial prospecting to applications and processing; concentrations include physical geologic principles and coalification, underground and surface methods of coal extraction; analysis of support functions including haulage, ventilation, electrical distribution and drainage; study of environment and legal consequences involving coal mining and use; pragmatic view of health and safety as they apply to coal production and use; reviews the role governmental regulatory bodies play in the coal mining industry. PR: MIN 101, Geol. 101.

MIN 210. Coal Analysis, Sampling and Preparation **three hours**

Study of coal petrography concentrating on organic and inorganic rock types; coal analysis and property tests, and their relationship to various coal uses: including sampling theory and practice and coal washability studies; principles of preparing and beneficiating various coals for different markets; preparation plant components and unit operations; introduction to environmental problems including refuse disposal; laboratory experience in sample preparation and testing with emphasis on ASTM standards. PR: MIN 200, CHEM 101.

MIN 220. Mine Mapping and Surveying **three hours**

Studies the use of surveying principles in underground and surface mining; may entail conducting underground traverses and leveling; reduction of field notes to mapable data; use of calculators, microprocessors and computers in data reduction and mapping; overviews general cartography as it applies to underground and surface mining; examines topographic and isopleth mapping as strategies needed in coal reserve analysis; introduction to coal exploration and the permitting process. PR: CIV 200, Math 102, MIN 200, DRF 100, EDP 100.

MIN 240. Mine Ventilation and Drainage **two hours**

A study of the principles and purposes of coal mine ventilation and drainage control; including fundamentals common to both; review of the substances present in the mine atmosphere; detailed analyses of the practices and components used to accomplish ventilation and drainage functions with particular emphasis on federal and state ventilation safety requirements; introduction to basic ventilation and drainage layouts. PR: MIN 200, CIV 200, MEC 220, Math 102, EDP 100.

MIN 310. Coal Mine Environment and Ground Control **three hours**

Applications and principles of mining mechanics, geology, and chemistry to underground mine and surface mine ground control systems; and to the practices required to accomplish solid, liquid and gaseous refuse treatment, disposal and control, including mine water treatment, dust and gas control, coal and rock strata stresses and characteristics, subsidence, design of stope supports, land reclamation and revegetation, and state and federal regulations. PR: Chem 102, MIN 320.

MIN 320. Mine Layout **three hours**

Study of coal mine plant systems, application of principles of mine safety engineering, electricity distribution, drainage, haulage, ventilation, rock mechanics, and preparation to underground and surface plan layout and design.

MIN 330. Mine Machinery and Maintenance **three hours**

Introduction of mine equipment system and design; equipment maintenance and failure theory, practice and economic consequences; lubrication systems theory and practice; hydraulic systems theory and practice; power transmission systems theory and practice; electrical and electronics systems theory and practice; historical developments leading to today's mine equipment; future possibilities including robotics and remote controlled equipment. PR: ELE 250, MEC 220, TEC 290, MIN 240.

MIN 400. Coal Processes and Energy **three hours**

Principles of chemistry, physics, thermodynamics and reaction kinetics applied to coal processing and conversion including carbonization; coal gasification and liquefaction. PR: MEC 210, MIN 310.

MIN 410. Advanced Mining Systems and Operations **three hours**

Detailed comparison of current mining methods with respect to extraction, safety, environment consequences and economics; problematic applications with regard to haulage, electrical, drainage, ventilation, and personnel subsystems; analysis of the permitting and other regulatory processes; analysis of company organization and operations needed to meet corporate goals; effect of changes within other political energy and economic systems upon the mining industry. PR: MIN 310, MFG 300.

SAF 200. Safety Supervision **three hours**

A study of safety management structures and personnel responsibilities within the

corporation. Structure for implementation of practices related to the safety mission, management by objectives, and workmen's compensation are included. PR: None: CR: MFG 250.

SAF 201. Occupational Safety **three hours**

A basic investigation into OSHA Standards pertaining to general and construction industry. Record keeping and OSHA inspections procedures are included. PR: None.

SAF 205. Fire Protection Organization **two hours**

Dimensions of the fire problem, economic environmental, social, fire protection organization, management, communication, layout of facilities and methods of administration.

SAF 210. Disaster Preparedness and Emergency Systems **three hours**

A study of the major elements of disaster and emergencies, including systematic and organized method of preparedness planning for these events.

SAF 215. Fire Suppression **three hours**

The examination of the chemical requirements for combustion, the chemistry of fuels and explosive mixtures and the study of the various methods of stopping combustion of fires. Analysis of the properties of materials affecting fire behavior.

SAF 220. Environmental Hazard Control **three hours**

A survey of hazard control assumptions pertinent to environmental safety and loss control. Including facilities, equipment and control features recommended by authorities in the fields of engineering, medicine, public health and safety. PR: SAF 201; CR: Chem 102, Phys 102.

SAF 225. Hydraulics and Water Supply **three hours**

Design of water supply and distribution systems for fire protection. Laboratory experiences in operational and hydraulic problems.

SAF 230. Introduction to Industrial Hygiene **three hours**

An introduction to techniques employed to recognize, evaluate and cope with various hygiene problems related to general industry. PR: SAF 220; CR: Chem 102, Phys 102.

SAF 235. Fire Prevention and Inspection **three hours**

A study of all types of industrial processes requiring special fire protection treatment such as heating equipment, flammable liquids, gases and dusts. Emphasis on fundamental theories involved, inspection methods, determination of relative hazards, application of codes and standards and economics of installed protection systems.

SAF 240. Safety Engineering Design **three hours**

Design engineering and engineering countermeasures needed to minimize losses incurred by man and the environment. PR: SAF 201, DRF 100.

SAF 245. Detection and Suppression System **three hours**

Study of heat, sensitivity, thermostats, fusible, elements, fire detection systems, design and layouts, alarm systems, power sources, safeguards, municipal alarm systems, construction, installation and maintenance requirements. Automatic extinguishing systems design and layout of water, gas and power systems.

SAF 250. Safety Legislation and Compliance Operation **three hours**

Study of federal, state, and local legislation pertinent to today's Safety Movement. PR: SAF 201.

SAF 255. Fire Tactics and Strategy **three hours**

Organization of the fire attack team, the chain of command, manpower, equipment and water supply. Concepts of tactical operation, strategy, logistics and tactics.

SAF 300. Managing and Evaluating Safety Programs **three hours**

This course is an analysis of safety programs, it isolates components to be included or improved. Topics studied include safety audit, safety project improvement cycle, and safety management coordination. PR: SAF 200.

SAF 310. Human Factors in Accident Prevention **three hours**

Physical, mental, emotional and social factors related to effective programs of accident prevention, reduction and control. PR: SAF 230.

SAF 320. Toxicology **three hours**

The purpose of this course is to study the effects of chemicals on biological systems, with emphasis on the mechanisms of harmful effects and on the conditions under which those harmful effects occur. PR: Chem 105, 106 and Biology 101, 102.

SAF 400. Industrial Hygiene Controls **three hours**

The object of this course is to investigate industrial hygiene control methods utilized for minimization of worker exposure to airborne contaminants and various chemical agents in industry. PR: SAF 230.

SAF 420. Industrial Hygiene Applications and Practices **three hours**

The function of this course is to analyze the methods and techniques utilized in the detection, evaluation, and control of chemical, physical, and biological health hazards. Studies will be focused on those hazards prevalent in manufacturing, construction, and mercantile. PR: SAF 400.

SAF 430. Epidemiology and Statistics **three hours**

This course is designed to examine the control of bacterial, viral and mycotic diseases in public health. The legal requirements governing the data collected and the types of equipment and sampling procedures utilized are also examined. PR: SAF 320, SAF 400.

Theatre

(Division of Fine Arts)

100. Theatre Appreciation **two hours**

This course examines the elements and components which create theatre. Students are encouraged to apply their knowledge in a critical appreciation of theatre. Fall semester.

110. Introduction to Theatre **two hours**

An overview of the purposes and organization of the theatre and allied areas and the functions of all of the jobs related to a theatrical presentation; artistic, performer, director, designer, technicians, and "front-of-house" operations and introduction to the theatre as a profession; professional organizations and securing employment. Offered on demand.

114. Body Training and Stage Movement **two hours**

Required of all theatre minors. Care, control and use of the body as an instrument basic to performance (acting, singing, dancing). Alternate Spring semesters.

140. Theatrical Production **two hours**

Lecture course introducing the student to the principles and techniques of the organization, planning, and execution of technical theatre production, including scenery, properties, lighting, costuming, sound, and stage movement.

148. Theatre Workshop I-IV **one-four hours**

Crew work is assigned to Masquers productions, studio theatre productions, and/or reader's theatre. Opportunities for experience in all areas of technical theatre such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. One hour of credit taken concurrently with Theatre 140 is required of all B.A. Minors in Speech Communication and Theatre (Theatre Option) and A.B. in Education with teaching field in Oral Communication (grades 7-12). No more than one hour can be earned during a semester. Open to freshmen and sophomores (first four semesters) (juniors and seniors, see Theatre 432).

160. Technical Theatre Practicum: Costuming I **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

162. Technical Theatre Practicum: Lighting I **one hour**

Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

164. Technical Theatre Practicum: Properties I **one hour**

Practical experience in varied aspects properties through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

166. Technical Theatre Practicum: Scenic I **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

168. Technical Theatre Practicum: Sound I **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other stated events. Open to freshmen and sophomores. Taught on demand.

199. Special Topics in Theatre **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs.

212. Theatrical Makeup **one hour**

Fundamentals of the theory and technique of designing and applying theatrical makeup, including laboratory experience and practical experience with Masquers productions and studio theatre productions.

220. Oral Interpretation **two hours**

An introductory study and practice of the principles involved in understanding the meaning of prose, poetry, and dramatic literature and in the effective oral and/or bodily transmission of that meaning to a listening and/or viewing audience. Spring semester. PR: Speech Communication 105 or Speech Communication 107 or consent.

228. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation. Maximum credit earned a semester is one credit hour. PR: Theatre 220 and/or consent of instructor.

230. Acting **two hours**

Introduction to the theory and practice of fundamental acting techniques for the stage. Fall semesters. PR: Theatre 220 or consent.

238. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in Masquers or studio theatre dramatic productions. Maximum credit earned a semester is two credit hours. PR: Consent. Juniors and seniors, see Theatre 432. (First four semesters.)

244. Introduction to Theatrical Design **three hours**

An introduction to the principles of theatrical design, including scenic, lighting, and costume design. Alternate spring semesters. PR: Consent.

260. Theatre History **three hours**

Historical examination of the major theatrical periods through a study of the important plays, playwrights, theorists, and practitioners of each era. Alternate spring semesters.

314. Advanced Theatrical Makeup **one hour**

Practice in advanced design and application of theatre makeup. Assigned to Masquers production and studio theatre productions. (Formerly Speech 301 Advanced Makeup.) PR: 212.

326. Advanced Oral Interpretation **two hours**

A study of the special problems of oral interpretation in the areas of prose, poetry,

and dramatic literature. Alternate fall semesters. Not a substitute for Theatre 220. PR: Theatre 220 or consent.

330. Advanced Acting **three hours**

Advanced acting will involve special problems in acting related to movement, characterization and an introduction to styles to include representational style (classicism, medieval, and romanticism). Alternate spring semesters.

336. Directing **two hours**

Principles and techniques of play directing. Special attention given to directing problems in educational theatre: play selection, budgeting, casting, mounting, and staging, public relations, and coordination of crafts. Spring semester. PR: Theatre 140, 148 and/or Theatre 348 and Theatre 230 and consent.

344. Advanced Theatrical Design **three hours**

Advanced theatrical design will involve completed projects in scenic, lighting, and costume design to apply theory and introductory techniques and skills presented in the beginning course. Alternate spring semesters.

348. Theatre Workshop I-IV **one-four hours**

Crew work is assigned to Masquers productions, studio theatre productions and/or reader's theatre. Opportunities for experience in all areas of technical such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. No more than one hour can be earned during a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 148).

350. Children's Drama **three hours**

A lecture course providing an introduction to the theories and techniques involved in both creative drama for children and children's theatre. Taught on demand.

352. Children's Theatre Practicum **one hour**

Practical application of thearies and techniques of children's theatre through performing with or working technical crews for Masquers, Jr. (children's theatre) productions. Taught on demand.

354. Creative Drama Practicum **one hour**

Theories and techniques learned in Theatre 350 are applied in supervised guidance of children in creative drama experience. PR: Theatre 350 or consent. Taught on demand.

356. Summer Theatre: Rehearsal and Performance **one-three hours**

Systematic rehearsal and public performance with the Masquers Town and Gown Players (community-college summer theatre). Designed for students who desire concentrated stage training and experience. Roles assigned dependent upon directors' selection and hours credit desired. PR: Auditions.

358. Summer Theatre: Production and Management **one-three hours**

Experience provided in every phase of theatrical production and some phases of theatre management in conjunction with the Masquers Town and Gown Players (community-college summer theatre). Experiences include set designing and construction, lighting costumes, makeup, box office, house management, and publicity. Assignments dependent upon hours credit desired. PR: Consent.

360. Technical Theatre Practicum: Costuming II **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

362. Technical Theatre Practicum: Properties II **one hour**

Practical experience in varied aspects in light through work assigned to Masquers productions or other stated events. Open to juniors and seniors. Taught on demand.

364. Technical Theatre Practicum: Lighting II **one hour**

Practical experience in varied aspects of properties through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

366. Technical Theatre Practicum: Scenic II **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

368. Technical Theatre Practicum: Sound II **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

390. Scenic and Property Design **three hours**

An introduction to the principles of scenic and property design with attention given to scenographic techniques. PR: Theatre 110, 140, Tech. 99-100 or consent. Taught on demand.

392. Costume History and Design **three hours**

History of wearing apparel and appointment with emphasis on the Western World beginning with the Egyptians up to the 1950s and an introduction to the principles of costume design, including rendering techniques of costumes for the stage. PR: Theatre 110, 140, Tech. 99-100 or consent. Taught on demand.

394. Lighting and Sound Design **three hours**

Principles and techniques in designing, lighting and sound for theatrical and other public productions, with attention given to platform presentations, display, and television presentations. PR: Theatre 110, 140, Tech. 99-100 or consent. Taught on demand.

424. Stage Dialects **one hour**

An introduction through theory and practice to the major stage dialects including French, British, Cockney, Irish, Yiddish, Russian, German, Southern Mountain, Southern, and Brooklyn. PR: Speech Communication 105 or 107.

428. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation, dependent upon proficiency level. Maximum credit earned a semester is one semester hour. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 228.) PR: Theatre 220 and/or consent.

432. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in Masquers' dramatic productions. One to two credit hours may be earned a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 238.) PR: Consent.

438. Directing Practicum **one hour**

Direction and public presentation of a one-act play. PR: Theatre 336 and consent. Must have had performance or production experience on at least one Masquers Major production to receive consent.

480. Theatre Business Management and Promotion **three hours**

Study of theatre management procedures including responsibilities and practices in business management, box office management, and house management; and the study of the responsibilities and practices in theatre promotion, including the use of the media. Taught on demand.

484. Theatre Business Management Practicum **one-two hours**

Practical experience in varied aspects of business management, including box office assignments through work with Masquers and other productions. Treated in the drama course offerings. Course designed by student and selected faculty with approval of department chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor. Taught on demand.

488. Promotion Practicum **one-two hours**

Practical experience in varied aspects of theatrical promotion through work assigned to Masquers productions. Maximum credit a semester—one.

490. Directed Study in Theatre **one-four hours**

The student selects directed study in any area of theatre which is not treated in the

drama course offerings. Course designed by student and selected faculty with approval of department chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor.

Veterinary Technology

(Division of Health Careers)

113. Introduction to Veterinary Technology **three hours**

The students will study veterinary laws and ethics, business and hospital management, and comparative anatomy and physiology. The parasites of the dog and the cat and the laboratory techniques for diagnosis of these parasites will be covered. Various methods of administering drugs will be evaluated and practiced. The students will practice the care, handling, and restraint of the dog and the cat. Two hours lecture and two hours lab per week. PR: Admission to the VT Program. Fall Semester.

114. Breeds and Breeding **two hours**

The students will be taught the breeds of the dog and the cat, breeding behavior, reproductive physiology, and nutrition. Two hours lecture per week. Open to all students. Fall Semester.

116. Clinical Procedures **five hours**

The students will study and apply radiographic procedures, basic bandaging and external fixation techniques, surgical nursing, instrument and equipment care, and application of veterinary anesthesiology. The pharmacology of veterinary preanesthetics and anesthetics will be covered. Necropsy and tissue sampling techniques will be practiced. Three hours lectures and two two-hour labs each week. PR: VT 113, VT 114, and Biology 170. Spring Semester.

122. Treatment of Diseases **three hours**

Drug laws and regulations are reviewed. The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. A survey of the biochemistry of metabolism and the role of nutrition in disease treatment is covered. Three hours lecture per week. PR: VT 113, VT 114 and Biology 170. Spring Semester.

199. Special Topics in Veterinary Technology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the division head. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.

210. Laboratory Animal Techniques **three hours**

The taxonomy of animals is reviewed. The students will study the care, handling, and restraint of common laboratory animals. Different animals as human disease roll models will be covered. An overview of government regulations of research animals and the management of research facilities is presented. One hour lecture and two two-hour labs per week. PR: VT 271. Fall Semester.

212. Health Management of Farm Animals **two hours**

The students will study the care, handling and disease prevention of farm animals. They will practice restraint and medication techniques. The control of the parasites of farm animals will be covered. Interstate regulations and shipping documents will be reviewed. The common domestic breeds of the cow, horse, pig, sheep, and goat will be studied. Several field trips will be included. Two two-hour labs per week. PR: VT 271. Fall Semester.

217. Clinical Laboratory Procedure **four hours**

The students will study theory and practice the laboratory techniques for complete blood and urine analysis, vaginal cytology, analyses of transudate and exudate as related to clinical veterinary medicine. Two hours lecture and four hours lab per week. PR: VT 271. Fall Semester.

219. Seminar for Veterinary Technicians **two hours**

This course is concurrent and interrelated with VT 272. It is designed to correlate the academic and applied techniques learned by the AHT. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare a resume to complete the course requirements as well as an in-depth written scientific report. PR: VT 210, VT 212, VT 217, VT 222.

222. Diseases of Domestic Animals **four hours**

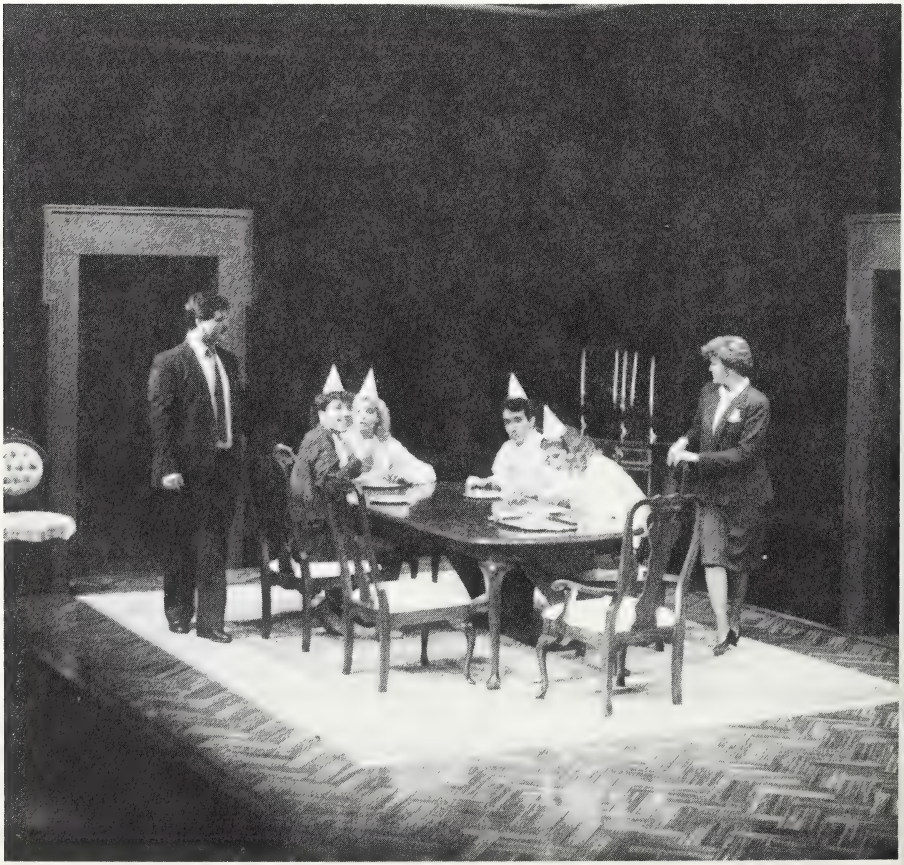
The body's normal defense systems and their responses to pathology will be presented. Infectious, hormonal, traumatic, and toxological diseases of domestic animals will be covered. Four hours lecture per week. PR: VT 271. Fall Semester.

271. Veterinary Preceptorship I **eight hours**

The student spends eight hours a day, four days a week in a veterinary practice for both summer sessions. The student will have the opportunity to function as a member of veterinary practice. The student will be able to apply techniques learned in the classroom. PR: VT 116, VT 122, and Biology 215.

272. Veterinary Preceptorship II **twelve hours**

The student spends eight hours a day, four days a week in a veterinary practice. The student is expected to function as a full member of a veterinary practice. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom. PR: VT 210, VT 212, VT 217, VT 222.



Directory

West Virginia Board of Regents

Fairmont State College is a state-supported institution operated under the governance of the West Virginia Board of Regents. The board consists of nine members appointed by the governor and confirmed by the senate. There are also four ex-officio members. The chancellor is the chief executive officer of the board and the chief executive officer of the state system of higher education. The state superintendent of schools is an ex-officio non-voting member.

	Term Expires
William E. Watson, President, Wellsburg	1987
Kenneth M. Dunn, Vice-President, Charleston	1987
Louis J. Costanzo, Secretary, Wheeling	1989
Thomas L. Craig, Jr., Charleston	1987
The Reverend Paul J. Gilmer, Charleston	1987
Sister Mary Jude Jochum, Wheeling	1991
Charles F. Printz, Shepherdstown	1991
John C. Shott, Bluefield	1991
Chancellor of the Board of Regents	
Classified Employees Representative (ex-officio)	
Faculty Representative (ex-officio)	
Student Representative (ex-officio)	
Tom McNeel, State Superintendent of Schools, Charleston (ex-officio)	

Administration and Staff

PRESIDENT OF THE COLLEGE Wendell G. Hardway, Ph.D.
Assistant to the President Lois M. Laughlin, M.A.
ACADEMIC AFFAIRS, *Vice President for* H. Dean Peters, Ph.D.
Assistant to Flora R. Petro, M.A.
ADMISSIONS, *Director of, and Assistant Registrar* John G. Conaway, Ed.D.
AFFIRMATIVE ACTION, *Director of* Lois M. Laughlin, M.A.
ATHLETICS AND HPERS, *Director of* Colin T. Cameron, M.A.
COMMUNITY COLLEGE, *Dean of* Paul E. Edwards, Ph.D.
Clarksburg Center, Director of Blair Montgomery, M.A.
COMPUTER CENTER, *Director of* Edward S. Bock II, M.S.E.E.
Assistant Director of George Tilko, B.S.
FINANCE AND FACILITIES, *Vice President for* Frederick W. Schaupp, Ed.D.
Assistant to Al Rice, B.S.
FOOD SERVICE, *Director of* Frank Pulice, Jr., B.A.
LEARNING RESOURCE CENTER, *Director of* Charles G. Manly, M.A.
LIBRARY, *Director of* Robert G. Masters, M.A.
PHYSICAL FACILITIES, *Director of* Kenneth W. Dillon, B.S.
PUBLIC RELATIONS, *Coordinator of* Rachel Merrifield, M.A.
REGISTRAR *and Director of Management Information Systems* Billy G. Dunn, Ed.D.
SECURITY, *Chief of* Benny Testa

STUDENT AFFAIRS, *Vice President for* George E. Cannon, M.A.
Assistant to Michele Casteel, M.A.
Counselors William Dean Bailey, M.A.
Michael Belmear, M.A.
William F. Julian, M.S.
Supervisor of Women's Housing Ann Lester, B.A.
Coordinator for the Handicapped William F. Julian, M.S.
STUDENT CENTER AND BOOKSTORE, *Director of* Stanley Groves, M.A.
STUDENT HEALTH SERVICE, *Director of* James R. Dollison, M.D.
TEACHER EDUCATION, *Dean of* Harry J. Hadley, Ed.D.

Board of Advisors

David C. Brown — Hays Webb
M. Clare Hess — Student Government Representative
Nancy B. Lawler — Faculty Representative
William T. McLaughlin II — Classified Representative
Lawrence Harton — Administration Representative
Robert H. Thompson

Academic Divisions

DIVISION OF COMMERCE, Robert B. Bowers, Ed.D.
- Business Administration
- Business Education
- Economics
- Secretarial Studies

DIVISION OF EDUCATION, Harry J. Hadley, Ed.D.
- Early/Middle
- Middle/Adolescent
- Special Education

DIVISION OF FINE ARTS, Leta N. Carson, Ph.D.
- Art
- Music
- Speech Communication
- Theatre

DIVISION OF HEALTH CAREERS, Paul E. Edwards, Ph.D.
- Allied Health Administration
- Emergency Medical Services
- Medical Laboratory Technology
- Medical Record Technology
- Nursing
- Veterinary Technology

DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION, AND SAFETY, Colin T. Cameron, M.S.

DIVISION OF LANGUAGE AND LITERATURE, Robert M. Grattan, Ph.D.
- English
- French
- German
- Journalism
- Library Science
- Spanish

DIVISION OF SCIENCE AND MATHEMATICS, William D. Ruoff, Ph.D.
- Biology
- Chemistry
- Geology
- Mathematics
- Physical Science
- Physics

DIVISION OF SOCIAL SCIENCE, Yu San Wang, Ph.D.
- Criminal Justice
- History
- Geography
- Philosophy
- Political Science
- Psychology
- Public Safety
- Sociology

DIVISION OF TECHNOLOGY/HOME ECONOMICS, William E. Griscom, Ed.D.
- Engineering Technology
- Home Economics
- Technology Education (Industrial Arts)

Faculty

AMOS, RAYMOND E., JR., (1965), *Professor of Biology*; B.S., Fairmont State College; M.S., Ph.D., West Virginia University.

ASHTON, JOHN H., (1970), *Associate Professor of Music*; B.F.A., M.F.A., Carnegie-Mellon University.

BACZA, GERALD L., (1981), *Associate Professor of Technology*; B.S., California State College; M.A., Ed.D., West Virginia University.

BAUER, ROBERT, (1971), *Coordinator, Psychology*; *Professor of Psychology*; A.B., University of South Florida; Ph.D., University of Tennessee.

BAXTER, HARRY N., III, (1985), *Instructor of Chemistry;* B.S., Clarion University of Pennsylvania; Ph.D., Pennsylvania State University.

BEGLEY, RICHARD D., (1/1984), *Instructor of Technology;* B.S., West Virginia Institute of Technology; M.S., West Virginia University.

BENNETT, GARY K., (1980), *Assistant Professor of Commerce*; B.S., Fairmont State College; M.B.A., West Virginia University.

BOCK, EDWARD E., II, (1967), *Director, Computer Center*; *Assistant Professor of Commerce*; B.S.E.E., M.S.E.E., West Virginia University.

BOHNKE, DAVID R., (1974), *Professor of Physical Education*; B.S., Slippery Rock State College; M.A., University of Iowa; Ph.D., Ohio State University.

BOLYARD, GARY, (1984), *Assistant Professor of Technology;* B.A., Fairmont State College; M.A., West Virginia University.

BOWERS, ROBERT L., (1981), *Chairman and Professor of Commerce*; B.M.E., Virginia Commonwealth University; M.A., Ed.D., University of Kentucky.

BOYLE, DIANA L., (1977), *Assistant Professor of Nursing*; B.S.N., West Virginia University, M.S.N., West Virginia University.

BRAUER, ELAINE, (1981), *Assistant Professor of Medical Record Technology*; B.A., San Jose State University, Sacred Heart Dominican College; M.S., Southern Illinois University.

BROOKS, JAMES D., (1964), *Professor of Art*; B.F.A. M.F.A. University of Iowa.

BROWN, WILLIAM N., (1976), *Professor of Biology*; B.S., M.S., Birmingham-Southern College; Ph.D., University of Georgia.

BUNDY, JOSEPH, (1966), *Professor of Physical Education, Health, & Recreation;* B.S., Fairmont State College; M.S., Ed.D., West Virginia University.

BURNS, JOAN A., (1985), *Coordinator and Assistant Professor of Medical Laboratory Technology;* B.S., M.S., West Virginia University.

BURNS, RUTH A., (1965), *Assistant Professor of Commerce*; A.B., Fairmont State College; M.A., West Virginia University.

BYERS, GEORGE F., (1971), *Professor of English*; A.A., Vincennes University; A.B., M.A. Ph.D., Indiana University.

BYERS, JUDY P., (1982), *Assistant Professor of English*; B.A., Fairmont State College, M.A., Ed.D., West Virginia University.

CAMERON, COLIN T., (1977), *Director of Athletics and Division of Health, Physical Education, Recreation and Safety*; *Associate Professor of Physical Education*; B.S., Springfield College; M.S., Michigan State University.

CAMERON, ROBERT B., (1972), *Professor of Psychology*; B.S., Lewis and Clark College; M.S., Ph.D., University of Kentucky.

CAMPBELL, ROBERT, (1984), *Instructor of Technology;* B.S., M.S., University of North Dakota.

CANNON, GEORGE E., (1962), *Vice President for Student Affairs*; *Associate Professor of Psychology*; A.B., Fairmont State College; M.A., West Virginia University.

CARPENTER, WILLIAM D., (1979), *Coordinator and Professor of Veterinary Technology*; B.S., Wildl. Mgmt.; B.S., Zoology, D.V.M., Colorado State University.

CARSON, LETA N., (1978), *Chairwoman of Fine Arts and Professor of Music*; B.M., B.M.E., M.M., Texas Christian University; Ph.D., Michigan State University.

CATHER, H. DOTSON, (1976), *Associate Professor of Technology;* B.S.M.E., M.S.M.E., West Virginia University.

CHURCH, SAMUEL M., (1970), *Professor of Psychology;* A.B., M.S., Ph.D., West Virginia University.

CLARKE, TY, (1984), *Temporary Assistant Professor of Physical Education;* B.S., Muskingum College; M.A., Ohio State University.

CLOVIS, JOHN C., II, (1970), *Professor of Art;* B.S., M.A., M.F.A., West Virginia University.

COFFINDAFFER, DOROTHY B., (1977), *Assistant Professor of Commerce;* B.S., Campbellsville College; M.A., Marshall University.

COLEBANK, CARL A., (1976), *Professor of Education;* B.S., M.S., Ed.D., West Virginia University.

COLELLI, LEONARD, (1984), *Assistant Professor of Technology;* B.S. Ed., California University of Pennsylvania; M.Ed., University of Maryland.

COLEMAN, JAMES E., (1968), *Professor of Chemistry;* B.S., M.S., Louisiana State University; Ph.D., Ohio State University.

CONAWAY, JOHN, (1971), *Assistant Registrar and Director of Admissions*; *Assistant Professor of Education*; A.B., Fairmont State College; M.A., Ed.D., West Virginia University.

CORAM, GREGORY J., (1980), *Coordinator and Assistant Professor of Criminal Justice;* B.A., Wheeling College; M.S., Psy.D., Indiana University.

CRISLIP-TACY, CAROLYN SUE, (1984), *Temporary Instructor of Physical Education;* B.A., Fairmont State College; M.S., West Virginia University.

DIVINS, BARBARA, (1981), *Associate Professor of Education*; B.S., Indiana University of Pennsylvania; M.S., Slippery Rock State; Ed.D., West Virginia University.

DODGE, MARGARET R., (1965), *Assistant Professor of Nursing*; B.S., West Virginia University; M.S., University of Maryland.

DUMIRE, JANE E., (1966), *Coordinator—Journalism and Director of Publications*; *Assistant Professor of English and Journalism*; B.A., Bethany College; M.S., West Virginia University.

DUNLEVY, JAMES O., (1965-69; 1972), *Associate Professor of Mathematics*; B.A., College of Steubenville; M.A., Arizona State University.

DUNN, BILLY G., (1956), *Registrar and Director of Management Information Systems*; *Professor of Commerce*; B.S., Concord College; M.S., University of Kentucky; Ed.D., West Virginia University.

EDWARDS, PAUL E., (1967), *Dean of the Community College*; *Professor of History*; B.A., Willamette University; M.A., Ph.D., American University.

FAULK, HARRY R., (1976), *Professor of Music*; B.M., M.M., Eastman School of Music; D.A., Carnegie-Mellon University.

FAYOYIN, MARY J., (1975), *Assistant Cataloger and A-V Librarian*; *Assistant Professor of Library Science*; B.A., Fairmont State College; M.L.S., University of North Carolina.

FITCH, JOHN R., (1970), *Associate Professor of Sociology*; B.A., M.A., Syracuse University.

FRENCH, MARTHA, (1984), *Coordinator and Assistant Professor of Foundations Program;* B.A., Arkansas College; M.A., West Virginia University.

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FAIRMONT STATE COLLEGE LIBRARY

Correspondence Directory

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000
West Virginia Toll Free Number 1-800-641-5678

Correspondence should be addressed as indicated below:

Admissions
For admissions, catalog requests, academic credit, and fee information Registrar and Director of Admissions

Administrative and General College Policy President

Curricula, Faculty, Summer Sessions Vice President for Academic Affairs

College Fees Vice President for Finance and Facilities

Community College and Continuing Education Dean of the Community College

Coordinator for Handicapped Student Affairs

Guidance and Counseling Student Affairs

Housing Student Affairs

Publicity, Alumni Activities Coordinator of Public Relations

Scholarships, Loan Information, and Student Employment Student Affairs

VISITORS

Visitors are always welcome at Fairmont State College. An informal tour of the campus may be arranged for those persons, especially for classes of high school students, who notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in the Administration Building.

FAIRMONT STATE COLLEGE

CATALOG SUPPLEMENT
1986-1988

1986-88

FAIRMONT STATE COLLEGE

CATALOG SUPPLEMENT

Fall 1987

CORRESPONDENCE DIRECTORY

Fairmont State College
Fairmont, West Virginia 26554
Phone (304) 367-4000
West Virginia Toll Free Number 1-800-641-5678

Correspondence should be addressed as indicated below:

Admissions For everything concerned with the admission of students, including requests for the **College Catalog** and other publications, academic credit, and information about fees	Registrar and Director of Admissions
Administrative and General College Policy	President
Curricula, Faculty, Instruction, Summer Sessions	Vice President for Academic Affairs
College Fees	Vice President for Finance and Facilities
Community College and Continuing Education	Dean of the Community College
Coordinator for Handicapped	Student Affairs
Guidance and Counseling	Student Affairs
Housing	Student Affairs
Publicity, Alumni Activities ...	Coordinator of Public Relations
Scholarships, Loan Information and Student Employment	Student Affairs

SUPPLEMENT TO THE FAIRMONT STATE COLLEGE 1986-87 CATALOG

The following revisions, additions, and deletions should be considered as an integral part of the 1986-88 Catalog.

VISITORS

Visitors are always welcome at Fairmont State College. An informal tour of the campus may be obtained for those persons, especially for classes of high school students, who notify the College in advance of their coming. Information may be obtained at the Office of Student Affairs in the Administration Building.

POLICY ON EQUAL OPPORTUNITY

Fairmont State College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.

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ADMISSION

The following admission requirement is to be added to the admission requirements on page 10 of the current catalog.

Immunization Requirement

All students of the State System of Higher Education under the jurisdiction of the West Virginia Board of Regents who were born after January 1, 1957, except those exempted by the Board policy statement, shall be required to provide proof of immunity to measles and rubella. To facilitate the implementation of this policy, the student shall be requested to provide proof of immunity on or before the date of enrollment. The student shall have proof of immunity by the following semester or will not be permitted to enroll in classes.

TUITION AND FEE CHANGES

The following listing reflects changes made in the various fees. Consult pages 21 through 23 of the **College Catalog**.

Enrollment Fees Per Semester

On Campus

	W. Va. Resident	Non-Resident
12 hours (or more) full-time students)	$461.00	$1,216.00
11 hours	437.00	1,129.00
10 hours	409.00	1,038.00
9 hours	380.00	947.00
8 hours	352.00	855.00
7 hours	324.00	764.00
6 hours	194.00	571.00
5 hours	165.00	480.00
4 hours	137.00	389.00
3 hours	109.00	297.00
2 hours	81.00	206.00
1 hour	52.00	115.00

All freshmen must pay $1.50 Freshman Orientation Fee--August term only. All new students--freshmen or transfers--must pay a $4.00 Service Charge to set up a schedule. Students are entitled to activities and athletic functions if enrolled for seven hours or more.

Fee Identification

Tuition (BOR Capitol Fund)	$125.00	$ 400.00
Faculty Improvement Fee	15.00	50.00

	W. Va. Resident	Non-Resident
Registration Fee (BOR Capitol Fund)	$ 50.00	250.00
Higher Ed. Resources (Operating Fund)	145.00	390.00
Athletic Fee	41.00	41.00
Student Union Fee	26.00	26.00
Student Activity Fee*	59.00	59.00
Total	$461.00	$1,216.00

*Supports Student Government, Student Publications, I.D. Cards, Testing, Student Programs, Masquers and Forensics, Band, Choral, Intramurals, Debate, and Student Center Activities; this also includes health and safety fees.

Off-Campus

Total hours must be taken off-campus to qualify for off-campus fees. If a class is taken on-campus, then all hours will be charged at the on-campus rate.

	W. Va. Resident	Non-Resident
12 hours (or more, full time students)	$335.00	$1,090.00
11 hours	311.00	1,003.00
10 hours	283.00	912.00
9 hours	254.00	821.00
8 hours	226.00	729.00
7 hours	198.00	638.00
6 hours	170.00	547.00
5 hours	141.00	456.00
4 hours	113.00	365.00
3 hours	85.00	273.00
2 hours	57.00	182.00
1 hour	28.00	91.00

Residence Hall Expenses Per Semester

Rent:
Morrow, Prichard, Pence Halls $546.00 plus tax

Food Service:
All residents of Morrow, Prichard, and Pence Halls are required to purchase a meal ticket for use in the College Dining Hall $ 650.00

Board (20 meal plan) one-half semester--Off-Campus Residents Only $ 325.00

FINANCIAL ASSISTANCE

Information concerning scholarships may be found on pages 25 and 26 of the current catalog; however, information concerning additional scholarships is available in the financial aid office.

Loans Available

Perkins Loan (Formerly National Direct Student Loan)

Subject to the limitation of funds available, students may borrow up to $2,250 a year for the first two years and $4,500 a year for the third and fourth years. Funds are provided by the Federal Government (90 percent) and Fairmont State College (10 percent). Repayment with an interest rate of 5 percent begins nine (9) months after graduation or termination of schooling. Eligibility is determined by completion of an FAF or other applications approved by the Office of Education. At least half-time enrollment is required.

Guaranteed Student Loan (GSL)

This is an educational loan made by banks or State lending authorities if students are eligible as demonstrated by the Financial Aid Form. Application forms for the West Virginia program (HEAF) may be obtained from a lending institution or the College Financial Aid Office. Other state loan program applications can be obtained from the appropriate authority or lending institution.

Satisfactory Academic Progress for Federal Financial Aid

Add to the information listed on page 27:

Students beyond the sophomore year must maintain an overall 2.0 grade point average.

DIVISION OF COMMERCE

DEPARTMENT NAME CHANGES

Business Education is changed to Office Administration and Business Education.

All courses in the catalog will be listed under Office Administration with the exception of the Methods and Materials in Teaching Business Education course, which will be listed as Business Education 431.

Electronic Data Processing is changed to Computer Science.

Addition to Secretarial Program description, page 167.

To qualify for a secretarial position in a legal or medical office, students will be given training in these specialized areas while pursuing the two-year secretarial degree.

REVISED PROGRAM

Computer Science

(Associate in Science)

Two-year Computer Science			**65 sem. hrs.**
Required Courses			**50**
CS-102	Principles of Programming I ..	3	
108	Principles of Programming II .	4	
104	COBOL Programming I	4	
204	COBOL Programming II	4	
220	Business Systems	3	

103	FORTRAN Programming I	4
201	Assembler Programming	4
250	Programming Languages	3
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Business Ed. 101		
	Beginning Typewriting/Keyboarding .	2
English 104, 108		
	Written and Advanced Written English	6
Management 309		
	Principles of Management	3
Math 115		
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CS-102	Principles of Programming I ..	3
108	Principles of Programming II .	4

Select one of the following three groups: 11

CS-104	COBOL Programming I	4
204	COBOL Programming II	4
220	Business Systems	3

or

CS-104	COBOL Programming I	4
204	COBOL Programming II	4
250	Programming Languages	3

or

CS-103	FORTRAN Programming I	4
201	Assembler Programming	4
250	Programming Languages	3

COURSE TITLE CHANGES

Computer Science

Change EDP 102 from Principles of Computer Programming to Principles of Programming I.

Change EDP 104 from Introduction to COBOL Programming to COBOL Programming I.

Change EDP 204 from Advanced COBOL Programming to COBOL Programming II.

Change EDP 199 from Special Topics in EDP to Special Topics in Computer Science.

DELETED COURSES

EDP 105 EDP Consulting
110 Programming with BASIC
206 PL-1
207 RPG
230 EDP Special Projects
240 EDP Selected Advanced Topics

NEW COURSES

Computer Science

101. Applied Technical Programming three hours
This course will provide an introduction to the BASIC programming language as well as familiarity with microcomputer hardware and software. Several short programming projects will be assigned. The emphasis of the projects will be technological applications. This course may not be substituted for either CS 100 or CS 102. PR: Math 101

108. Principles of Programming II **four hours**
This course is a continuation of CS-102. Structured data types including record structures, files, queues, stacks, and linked lists are covered in this course. Methods of manipulating those structures including sorting, searching, and file processing are covered. Programming projects are assigned to illustrate usage of these structures. PR: CS-102

120. Educational Microcomputing **three hours**
This course consists of an overview of microcomputers illustrating how and why they are used in public school systems. Instructional software packages will acquaint students with the software packages applicable to the educational environment. Skill in computer programming using an appropriate language for microcomputers will be developed.

250. Programming Languages **three hours**
The syntax and structure common to various programming languages are studied in this course. In addition, short programs are assigned in each of several languages. Experience with command languages and batch files for operating systems is also provided. PR: CS-108

260. Microcomputer Programming **three hours**
This course covers those aspects of programming unique to microcomputers including storage constraints, execution speed constraints, full screen data entry, and keyboard control. Programming projects are assigned to exemplify topics covered.
PR: CS-201

300. Computer Graphics **three hours**
This course provides an overview of interactive graphics programming. Topics include the design of a

imple graphics package, interactive devices and echniques, geometrical transformations, and viewing n three dimensions. Representation of three dimen-ional shapes is also developed. PR: Math 116, CS-103

302. Date Structures four hours
The more complex data structures including trees, balanced trees, and hashing functions are covered in this course. Other topics include recursion, advanced sorting and searching algorithms, and analysis and comparison of algorithms. Projects are assigned to illustrate usage of these structures. PR: CS-201

305. Student Consulting one hour
The student consultant will provide program consulting for students enrolled in introductory computer classes. This service will be performed in the computer terminal room of the computer center for three hours each week of the semester. The service will be restricted to assistance with terminal operation and programming problems that involve system software, language syntax, or interpretation of diagnostic messages. PR: Departmental consent

308. Compiler Construction four hours
This course provides an understanding of the anatomy of a typical compiler. Symbol tables, parsing, expression evaluation, and compilation of control structures are covered. Students will write a small compiler as an assigned project. PR: CS-302

410. Data Base Management three hours
This course provides familiarization with data base terminology and data base management. The primary emphasis of the course will be a project utilizing a

query language. The project will involve the use of a scanner, data dictionary, and various subroutines such as update, delete, etc. PR: CS-302

420. Selected Advanced Topics four hours
Current topics of interest in computer science are addressed in this course. The topic to be covered will be selected by the instructor and approved by the division head. PR: CS-302

421. Computer Science Special Project four hours
Each student enrolled in this course will independently develop a project under supervision of the instructor. The project will be a practical application of computer science. The student and instructor will agree on the nature of the project necessary to satisfy the course requirement.
PR: Consent of instructor

NEW COURSES

Office Administration and Business Education

104. Introduction to Microcomputers - IBM PC **one hour**

This course provides an introduction to microcomputers by using the IBM PC and is open to all students. The course involves one lecture hour per week. Students will learn the basic skills necessary to input data by learning "touch" keyboarding. Instruction also includes the basic operation of an IBM PC as well as the significance of control keys and key combinations.

REVISED COURSE DESCRIPTIONS

Computer Science

102. Principles of Programming I **three hours**

This course provides a study of the foundations of computer programming. Students are introduced to the basic data types, expression evaluation, variables and symbol tables, structured (GOTO-less) programming logic, procedures and functions. Elementary file processing is introduced. Projects using the language PASCAL will be assigned to exemplify these concepts and to give students experience using an editor and a compiled language. Because of its demanding character, this course if recommended primarily for CS majors or minors and for persons wishing to satisfy Graduate School entry requirements.

103. FORTRAN Programming I **four hours**

This course provides an introduction to FORTRAN 77 including I/O statements, looping, arrays and subroutines. Programming projects are assigned to give the

student practical experience in program development. Applications involve both file processing and numerical computation. PR: CS 102

104. COBOL Programming I **four hours**
This is an introductory course for the major business programming language. Students learn the COBOL language organization and are given practice in planning, writing, and processing COBOL programs. The COBOL language language requires the development of a complete understanding of data, records, and files.
PR: CS 102

201. Assembler Programming **four hours**
Develops an understanding and skill in computer programming at the assembler level. The key objective is for students to become familiar with the internal operation of the computer. Topics covered include data representation, assembler instructions and their machine language representation, stack operation, and subroutine calling conventions. Programming projects are assigned to exemplify the topics covered.
PR: CS-108 and a grade of "C" or better in Math 115.

203. FORTRAN Programming II **four hours**
This is an advanced course in programming and applications using the FORTRAN language. Topics covered include advanced data types, advanced subroutine features, internal read and write, advanced I/O features and efficiency concerns. This course will be offered only if sufficient demand is apparent. PR: CS 103

204. COBOL Programming II **four hours**
This is an advanced course in application programming using the COBOL language. The course includes table handling, sorting, the report writer, file updating,

video forms design, and other advanced topics. PR: A grade of "C" or better in CS 104

220. Business Systems **three hours**
Students in this course are introduced to the analysis and design of computerized systems for handling the data processing requirements of a typical business. Topics discussed include information flow, file design, systems integration, system security and controls. Students are required to write portions of the system specifications for an exemplary business application. PR: CS 108, CS 104

DIVISION OF FINE ARTS

New Program

SPEECH COMMUNICATION

The Department of Speech Communication is offering a new four-year degree program leading to a Bachelor of Arts Degree with a major in Speech Communication. Approved by the West Virginia Board of Regents in May, 1987, the program is designed as a comprehensive baccalaureate education in communication skills. It provides a broad Liberal Arts background and includes courses dealing with contemporary study areas in communication. It is designed to prepare students to work with the communication needs of business and industry, government and social services, media and the performing arts, and professions such as law, ministry, public administration and so forth.

Bachelor of Arts			**38 sem. hrs.**
Required Courses			**33**
Speech	105	Voice & Diction	3
	171	Intro. to Broadcasting ...	2
	215	Nonverbal Communication ..	2
	219	Language in Communication.	2
Theatre	220	Oral Interpretation	2
	233	Interpersonal & Small Group Communication	3
	241	Argumentation & Debate....	3
	303	Listening: Theory & Practice	3

	337	Persuasive Communication..	2
	345	Oratory	1
	361	Speaking for Business & Professionals	3
	or	or	
	369	Communication in Organization	3
	421	Extemporaneous Speaking ..	1
	459	Speech Correction	3
	469	Seminar in Ethical & Legal Issues of Communication ..	3
Electives	**(only 3 credits are allowed from any one course)**		**5**
Speech	103	Listening Skill	1
	249/449	Intercollegiate Debate Practicum	1 (I-VIII)
	271/272	Broadcast Practicum ..	1
	439	Public Speaking Practicum.	1 (I-VIII)
	491	Directed Study	1-4
	199	Special Topics in Speech Communication	1-12
	361	Speaking for Business & Professionals	3
		or	
	369	Communication in Organization	3
Theatre	228/428	Oral Interpretation Practicum	1 (I-VIII)

NEW COURSE

469. Seminar in Ethical and Legal Issues of Communication **three hours**

The course will investigate the thinking of ethical philosophers such as Socrates, Plato, Quintillian,

Bacon, Mills, Toulmin, Burke, et al. to explore the issue of ethical communication. Topics such as lying and deception, communicator responsibility for message effects, persuasion, manipulation and propaganda will be discussed. The course will continue through a study of the legal issues of communication in the United States beginning with the First Amendment to the Constitution and considering topics such as protected and unprotected speech, censorship, regulation of time, place and manner of speaking, defamation and the regulation of the broadcast media.

DIVISION OF HEALTH CAREERS

Medical Record Technology

The following information is to be added to the fifth paragraph on page 162 of the current catalog:

One year of high school instruction in typewriting or a minimum proficiency skill of 35 words per minute is required for admission to the program. Proof of this proficiency may be demonstrated by submitting a statement from a former instructor at the time of application or by taking a typewriting test administered by Health Careers Division personnel.

HEALTH, PHYSICAL EDUCATION, RECREATION AND SAFETY

Reinstituted Program

The following Health, K-12 program has been reinstituted under the requirements of Policy Bulletin 5100. Students not under 5100 can add the program as a second field only if they change their other field to comply with the new program standards. All testing and student teaching requirements under 5100 must be followed. Refer to the Division of Education section in the current catalog for complete details regarding teacher education requirements.

Teaching Field in Health Education K-12

Course Requirements		**38 sem. hrs.**
HTH 100	Personal Health	2
150	Introduction to Health Science	2
200	Foundations of Health Education	2
202	Community Health Problems ..	3
310	School Health Programs.....	3
370	Contemporary Health Issues .	3
400	Methods in Elementary Health Instruction	2
410	Seminar in Public Health Education	4
431	Methods and Materials in Health Education	2

PE	211	Anatomy and Physiology	4
SAF	101	First Aid	2
	203	General Safety Education ...	3

Electives - Select six hours from one of the following groups.

HTH	412	Drug Use - Abuse - Addiction	2
	415	Human Sexuality	2
	425	Environmental Health	2
		or	
EDUC	220	Areas of Exceptionality in Special Education	3
	221	Education of Exceptional Children	3

DIVISION OF SCIENCE AND MATHEMATICS

Mathematics

PREREQUISITE CHANGES

The following prerequisites became effective on March 10, 1987, for all students who had not previously taken and passed the courses listed below.

Math 101, Math 110, Math 111 - One unit of high school algebra and a score or 15 or higher on the Math ACT or Foundations 105, Elementary Algebra.

Math 112 - Math 111 or two units of high school algebra and one unit of high school geometry or Foundations 106, Geometry.

Math 115 - Math 112 or two units of high school algebra, one unit of high school geometry and one unit of high school mathematics having algebra and geometry as prerequisites.

Math 200 - Math 115 or consent

REVISED COURSE DESCRIPTION

431. Methods and Materials in Teaching two hours
This course is designed for senior education majors with a math teaching specialization in either grades 5-12 or 5-8. Mathematics curricula and methods at the middle and high school levels are studied. Numerous laboratory experiences such as microteaching and math tutoring are required. 5-8 majors must complete Math 431 prior to enrolling in the IPP. PR: 5-8 majors: Math 115 and a 2.2 average in math courses completed; 5-12 majors: Math 316 or consent and a 2.2 average in math courses completed. Offered fall semester only.

DIVISION OF SOCIAL SCIENCE

New Program

Sociology - Human Services Emphasis
(Bachelor of Science)

The human services curriculum is designed to facilitate the acquisition of knowledge from a number of interrelated disciplines. This knowledge will serve as a base for the attainment of attitudes and skills leading to the proficient practice of human service work. Field placement settings and job opportunities exist in the fields of mental health, health, vocational rehabilitation, children and family care, and gerontology.

Required Sociology Courses			**39 sem. hrs.**
Sociology	110	Introductory Sociology	3
	200	Social Problems	3
	240	Nonparametric Statistics	3
	301	Anthropology	3
	340	Juvenile Delinquency .	3
	450	Minority Groups	3
	460	Methods of Social Research	3
	210	Introduction to Contemporary Human Services	3
	300	Human Behavior & Social Environment	3
	302	Intervention Skills in Human Service Practice	3
	400	Policy and Planning in Human Services	3
	485	Practicum in Human Services	6

General Studies Requirements **36 sem. hrs.**

The following courses in Social Science are recommended to fulfill the general studies requirement:

History	107	United States History I	3
	108	United States History II	3
Pol. Sci.	103	American Government	3
Psy.	101	Introduction to Psychology I	3

Required Courses in Human Behavior and Social environment **24 sem. hrs.**

C.J.	100	Introduction to Criminal Justice	3
	212	Abnormal Behavior and Crisis Intervention ...	3
Pol. Sci.	204	Introduction to Public Administration	3
	205	State and Local Government	3
Psy.	210	Personal Adjustment ...	3
	230	Social Psychology	3
	250	Community Psychology ..	3
	300	Abnormal	3

Focused Electives (Select Three Classes) **9 sem. hrs.**

Geog.	305	Economic Geography	3
Allied Health	301	Health Care Organizations	3
	341	Death and Dying	3
Health Ed.	202	Community Health Problems	3

	370	Contemporary Health Issues	3
	412	Drug Use-Abuse-Addiction	3
	425	Environmental Health ..	3
m. Ec.	330	Child Care and Development	3
	331	Adolescent Development	3
ol. Sci.	308	Public Personnel Administration	3
or			
sychol.	260	Industrial and Personnel Psychology	3
	491	Psychopathology of Childhood & Adolescence ...	3
	493	The Psychology of Aging	3
pch. Com.	233	Interpersonal and Small Group Communication ..	3

inor **18-24 sem. hrs.**

inor in Criminal Justice, Politcal Science or sychology recommended.

NEW COURSES

Criminal Justice¥

Political Science

405. Terrorism **three hours**
A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism.

Sociology

210. Introduction To Contemporary Human Services **three hours**
This is a study of the human service field. The course will include historical and theoretical perspectives, target populations and services, workers and careers, and current issues and proposed solutions.

300. Human Behavior and Social Environment **three hours**
A study will be made of biological, cultural psychological, and social aspects of human behavior. This course will emphasize how these aspects are integrated, especially in the context of children and family systems.

¥This course is offered for credit in either Criminal Justice or Political Science.

302. Intervention Skills in Human Service Practice **three hours**

An assessment will be made of client system needs as well as a systematic study of problems, intervention strategies, and outcome goals. Student awareness of the different sizes and types of client systems will be emphasized.

400. Policy and Planning in Human Services **three hours**

This course involves a study of the policy making process, which includes problem analysis, program design, implementation, and feedback. The substantive issues concerning equality will be addressed throughout the semester.

485. Practicum **six hours**

An examination will be made of the human service agency through an educationally directed, supervised field experience. PR: Consent

CREDIT HOUR CHANGE

Criminal Justice

Change credit hours of Criminal Justice 402, Special Issues in Criminal Justice, from 3 credit hours to three to nine credit hours.

DIVISION OF TECHNOLOGY/HOME ECONOMICS

Program Revisions

The following additions and deletions are to be made to the Division's programs listed on pages 111-121 and 151-156 of the current catalog.

Civil Engineering Technology

(Bachelor of Engineering Technology)

Delete:	EDP 100	Introduction to EDP
	Technology Electives - 3 credit hours	
Add:	CS 101	Applied Technical Programming
Change:	Eliminate the "or" between CIV 440 and CIV 460, making both of them required.	

(Associate in Science)

Delete:	English	108	Advanced Written English
	Manufacturing	250	Personnel Problems and Labor Relations
	Safety	201	Occupational Safety
	EDP	100	Introduction to EDP
Add:	Civil	320	Construction Planning, Estimating and Contracts
	Speech	100	Introduction to Speech Communication
	Drafting	235	Technical Drafting
	C.S.	101	Applied Technical Programming

Drafting/Design Engineering Technology

(Associate in Applied Science)

Delete:	Drafting	265	Blueprint Reading
	Technology Electives - 4 credit hours		
	EDP	100	Introduction to Electronic Data Processing
Add:	Speech	100	Introduction to Speech Communication
	Drafting	270	Computer Graphics
	C.S.	101	Applied Technical Programming

Electronics Engineering Technology

(Bachelor of Science)

Delete:	Electives - 3 credit hours		
Add:	C.S.	101	Applied Technical Programming

(Associate in Science)

Delete:	English	108	Advanced Written English
	Manufacturing	250	Personnel Problems and Labor Relations
Add:	C.S.	101	Applied Technical Programming
	Speech	100	Introduction to Speech Communication

Graphics Communications Technology

(Bachelor of Engineering Technology)

Delete:	EDP	100	Introduction to Electronic Data Processing
Add:	C.S.	101	Applied Technical Programming

(Associate in Science)

Delete:	EDP	100	Introduction to Electronic Data Processing
Add:	C.S.	101	Applied Technical Programming

Manufacturing Engineering Technology

(Bachelor of Science)

Delete:	EDP	100	Introduction to Electronic Data Processing
Add:	C.S.	101	Applied Technical Programming

(Associate in Science)

Delete:	EDP	100	Introduction to Electronic Data Processing
Add:	C.S.	101	Applied Technical Programming

Mechanical Engineering Technology

(Bachelor of Engineering Technology)

Delete:	Safety	201	Occupational Safety
	Manufac.	250	Personnel Problems and Labor Relations
	EDP	100	Introduction to Electronic Data Processing
Add:	Drafting	235	Technical Drafting
	Drafting	270	Computer Graphics
	C.S.	101	Applied Technical Programming

(Associate in Science)

Delete:	English	108	Advanced Written English
	Safety	201	Occupational Safety
	Manuf.	250	Personnel Problems and Labor Relations
	EDP	100	Introduction to Electronic Data Processing
Add:	Speech	100	Introduction to Speech Communication
	Drafting	235	Technical Drafting
	Drafting	270	Computer Graphics
	C.S.	101	Applied Technical Programming

Mining Engineering Technology

(Bachelor of Engineering Technology)

Delete:	Physics	102	Introduction to Physics
	EDP	100	Introduction to Electronic Data Processing

Add:	Physics	101	Introduction to Physics
	C.S.	101	Applied Technical Programming

(Associate in Science)

Delete:	Physics	102	Introduction to Physics
	EDP	100	Introduction to Electronic Data Processing
Add:	Physics	101	Introduction to Physics
	C.S.	101	Applied Technical Programming

Safety Engineering Technoloy

(Bachelor of Engineering Technology)

Delete:	EDP	100	Introduction to Electronic Data Processing
Add:	C.S.	101	Applied Technical Programming

(Associate in Science)

Delete:	EDP	100	Introduction to Electronic Data Processing
Add:	C.S.	101	Applied Technical programming

NEW COURSE

DRF 270. Computer Graphics three hour
This is an introductory Computer Aided Drafting (CAD course. Software routines such as Plot 50, DOS, an Autocad will be covered. Hardware including Tektroni and IBM/Houston Instrument Systems will be utilized

In addition to processors, the course will cover the use of digitizers, printers, and plotters.
PR: DRF 100, C.S. 101

COURSE DELETION

DRF 265 Blueprint Reading two hours

HOME ECONOMICS

Fashion Merchandising

Minor, B.A. and B.S. Degrees			**24 sem. hrs.**
H.Ec.	101	Principles of Clothing Construction	3
	103	Clothing Selection	2
	115	Introduction to Fashion Merchandising	3
	116	Fashion Illustration ...	3
	210	Textiles	3
	217	Fashion Retailing and Merchandising	3
	218	Fashion Merchandising Practicum	4
Mrkt.	304	Marketing	3

LEARNING SKILLS CENTER

(Formerly Foundations)

This name change became effective July 1, 198 Foundations courses listed on pages 200 and 201 of t current catalog are considered to be remedial nature and credit for these curses may not be used f graduation purposes; however, such credit may counted in determining full-time student statu These courses will now be designated as Developmenta Skills. Courses designated as Accelerated Skills wi be offered by the center. These courses will awa credit for graduation.

Course Title Changes

Foundations 101	Basic Writing
Foundations 102	Basic Reading
Foundations 105	Elementary Algebra
Foundations 106	Geometry and Trigonometry
Foundations 199	Special Topics
Foundations 199	Special Topics/Pre-Algebra

will become

Developmental Skills 101	Basic Writing
Developmental Skills 102	Basic Reading
Developmental Skills 105	Elementary Algebra
Developmental Skills 106	Geometry and Trigonometry
Developmental Skills 199	Special Topics
Developmental Skills 104	Pre-Algebra

NEW COURSES

Developmental Skills

03. General Math **two hours**
he following topics will receive attention in this ourse: basic operations (adding, subtracting, ultiplying and dividing) whole numbers, fractions, ecimals, and percent; some attention will be given to kills in solving reading problems. Application to veryday problems will be stressed. Some instruction s computer assisted; no previous background is equired.

04. Pre-Algebra **two hours**
The following topics will receive attention in this course: positive and negative integers, order of operations, fractions, solving elementary equations, and introduction to working elementary word problems. Students with weak or no algebra background should enroll.

Accelerated Skills

101. Speed Reading **two hours**
This course is designed to sharpen perception, increase eye span and improve eye movements. Extensive reading material is used to integrate efficient reading techniques into daily reading. The course's goal is to increase speed 25 percent and to maintain comprehension of 80 percent or better. Students taking or who have taken a developmental reading course should consult with the instructor before enrolling in this course.

102. Advanced Speed Reading **one hou**
This computer-assisted course is designed to ai students in reading 700 words per minute with 7 percent comprehension. The purpose is to brin students with adequate college level reading skills t excellent reading skills. No previous compute experience is necessary. Students taking or who hav taken a developmental reading course should consul with the instructor before enrolling in this course.

104. Words and Usage **two hour**
Computer-assisted instruction is provided i vocabulary enhancement by stressing contextual an etymological studies and dictionary and thesauru exercises. The course is designed to extend th students' receptive and expressive vocabularies. Th words studied are taken from suggested lists fo college sophomores. Students taking or who have take a developmental reading or writing course shoul consult with the instructor before enrolling in thi course. No previous computer experience is necessary

106. Intermediate Spanish Workshop I,II **one hou**
Computer-assisted instruction is provided i intermediate Spanish vocabulary and grammar. N previous computer experience required. PR: Concurren enrollment in Spanish 201 or 202 or consent o instructor.

108. Intermediate French Workshop I, II **one hou**
The course consists of computer-assisted instructio in intermediate French vocabulary and grammar. N previous computer experience required. PR: Concurren enrollment in French 201 or 202 or consent o instructor.

9. Elementary German Workshop I, II **one hour**
mputer-assisted instruction is given in elementary rman vocabulary and grammar. No previous computer perience required. PR: Concurrent enrollment in rman 101 or 102 or consent of instructor.

0. Intermediate German Workshop I, II **one hour**
is course involves computer-assisted instruction in termediate German vocabulary and grammar. No evious computer experience required. PR: Concurrent rollment in German 201 or 202 or consent of structor.

1. Technical and Expository Writing Workshop **one hour**
is is a guided microcomputer laboratory for chnical writing students. Students will use the ta processing tools of a modern technical writer to mplete assignments in related writing courses. nstruction will be provided for equipment operation d an introduction to a disk operating system, a word rocessor, a communications program, and a computer rawing program. Laboratory exercises with equipment idely used in business and industry will expose tudents to desktop microcomputers, printers, lotters, modems, and data entry devices. orequisite: Enrollment in a writing class or nstructor's consent.

99. Special Topics in Skills Acceleration **1-12 hours**
service course to other academic divisions in ccelerated skills (such as the French or Spanish orkshops). The course is to be approved by the chair f the division requesting the service course, the rogram Coordinator and the Dean of the Community ollege. Credits earned will be applicable as free lectives in degree and certificate programs.

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